California Department of Education

CALPADS

California Longitudinal Pupil Achievement Data System

Features, Code Mappings and User Access

Essential 2

Introductions and Ground Rules

- Introductions
  - FCMAT/CSIS Participants
- Ground Rules
  - Mute phones while listening (Mute or MIC button)
  - Do not place the call on HOLD
  - Silence cell phones
  - Provide your name and LEA when speaking
  - One conversation at a time

Course Description

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CALPADS KEY FEATURES, KEY CONCEPTS and SYSTEM ADMINISTRATION

This course provides an overview of CALPADS

- Features
- Key concepts
- User Accounts
  - Set-up
  - Maintenance

Agenda

- CALPADS
  - Application and Its Features (2a) – p. 7
  - Security (2b) – p. 59
  - Local Code Mapping (2c) – p. 101
  - Reports and Extracts (2d) – p. 123
- Getting Started (2e) – p. 158

Prerequisite & Audience

Prerequisite

- Essential 1 – Overview of Objectives and Requirements
  - **Available in Self-Paced only**

Target Audience

- LEA Program and Data Management Staff Responsible for Overall District Enrollment
- CALPADS LEA Administration

Course Description

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COURSE OBJECTIVES

Participants will understand

- the flow of data through CALPADS
- how the portal Home Page can assist in managing tasks
- where main activities are accessed from the menu
- how the navigation features work
- how to set up user accounts
- how to translate local codes into CALPADS codes
- the available views of reports and extracts
- how to get help with the operation of the application
- the steps for getting started

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CALPADS Application and Its Features

Essential 2a

Contents

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This module includes the following

- Application Design
- Application Organization
- Application Navigation Aids
- Key Points
- Portal Overview Demonstration

APPLICATION DESIGN

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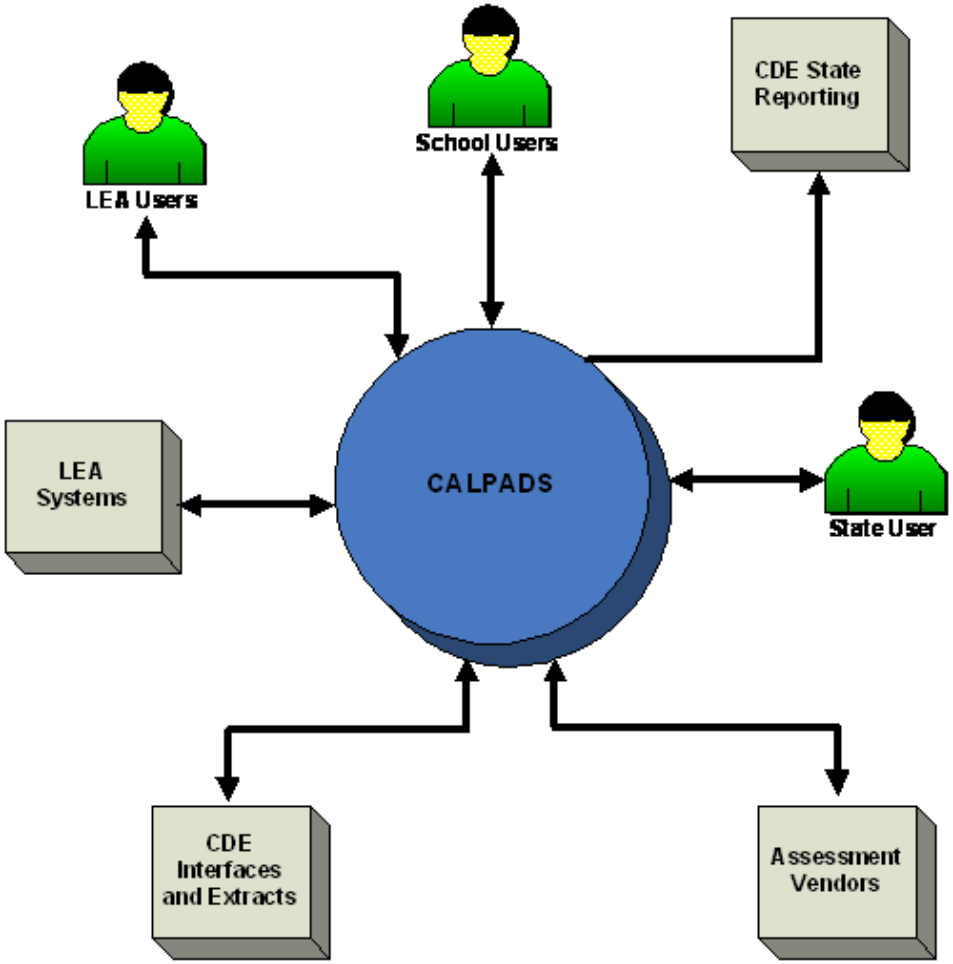
SYSTEM INTERACTIONS



CALPADS is designed to interact with

- End-users
  - LEA users
  - School users
  - State users
- Other systems
  - LEA systems
- System interfaces
  - CDE systems
  - Assessment vendors

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SYSTEM INTERACTIONS (cont)

CALPADS manages different interactions

Users	Interactions
LEA User	▪ Manage SSID, enrollment, state reporting, and assessment data ▪ Validate data submitted ▪ Certify data for state reporting ▪ Administer and manage users (within LEA)
School User	▪ Manage SSID, enrollment, state reporting, and assessment data ▪ Validate data submitted
State User	▪ Manage state reporting, work flow, and data collection windows, list of expected schools ▪ Administer users (state user accounts and LEA Administrator accounts) ▪ Administer data submission, workflows, metadata, reference data, etc.

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USER INTERACTIONS (cont.)

Users	Interactions
LEA Systems	▪ Provide and receive data directly to and from CALPADS via extracts or FTP
Assessment Vendors	▪ Obtain updated demographic file(s) for scoring and reporting ▪ Provide LEA test results to CALPADS
CDE Interfaces and Extracts	▪ Provide and receive data to and from the following external system or processes: ➢ Adequate Yearly Progress (AYP) Calculation process ➢ County District School Codes / Educational Service Institution system ➢ National School Lunch Program (NSLP) Direct Certification

Application Design

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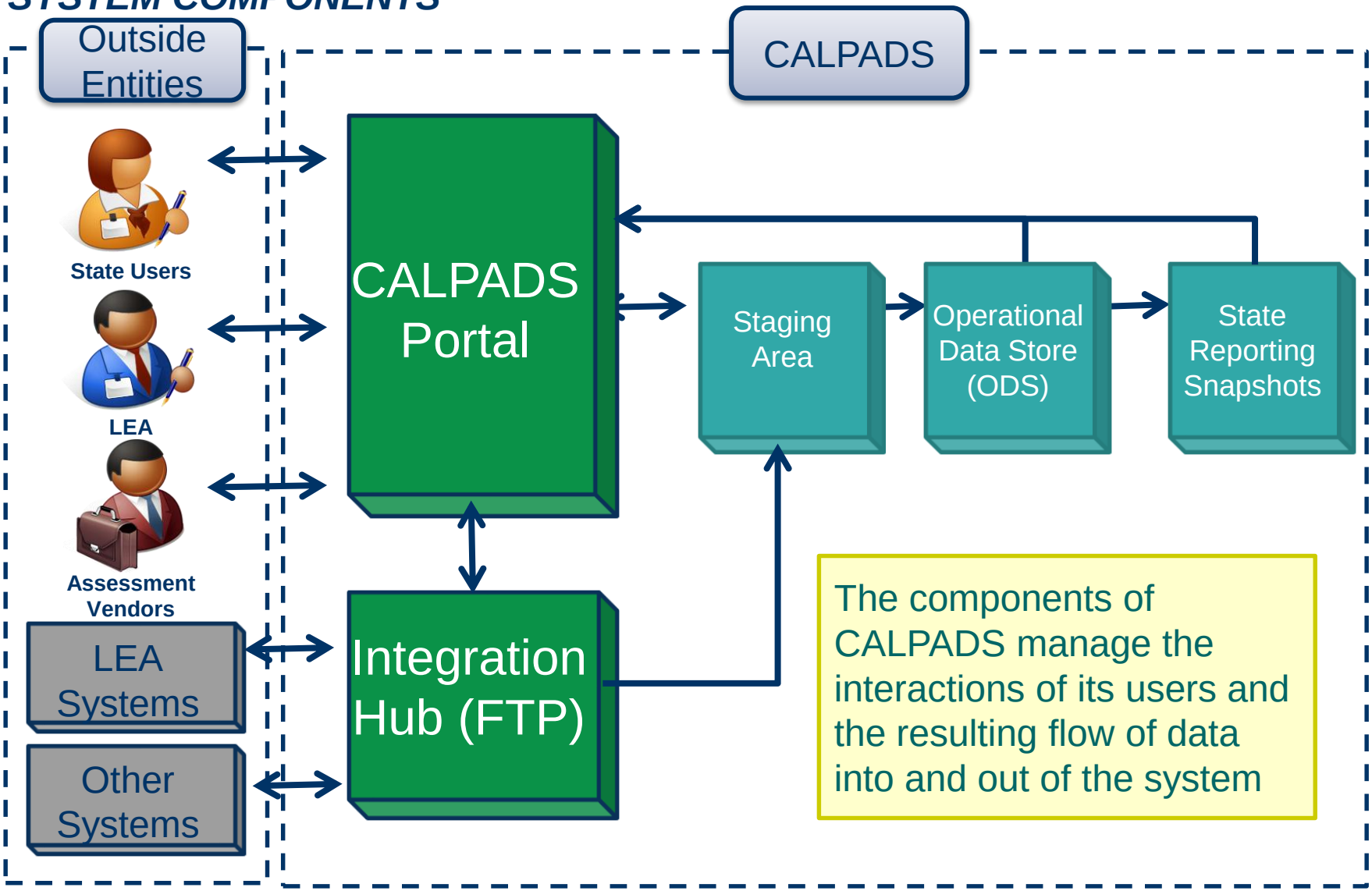
SYSTEM COMPONENTS



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SYSTEM COMPONENTS (cont)

Component	Description
Portal	The Portal component will provide users with the ability to: **LEA USERS** ▪ Request and maintain statewide student identifiers (SSIDs) ▪ Submit required data transmissions via batch or online ▪ Review LEA specific information regarding data submissions ▪ Perform reporting and data extraction activities **STATE USERS** ▪ Manage data collection windows ▪ Manage the list of schools expected to submit data ▪ Administer CALPADS user accounts ▪ View state reports ▪ Download report extracts **ASSESSMENT VENDORS** ▪ Upload assessment data into CALPADS ▪ Download assessment submissions from LEAs (e.g. Pre-ID)

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SYSTEM COMPONENTS (cont)

Component	Description
Operational Data Store	The ODS captures and maintains all validated student and teacher related data submitted by the LEAs and assessment vendors in a longitudinal structure. This data store is the source for reporting and data extraction.
State Reporting Snapshots	The state reporting snapshot is a view of the data in the CALPADS ODS at particular points-in-time based on a snapshot collection window. Before the start of the snapshot collection window, CALPADS takes a current snapshot of data for the LEA and stores it in the Snapshot database. The LEA has an opportunity to review and certify each snapshot. Once certified the data is frozen for official state reporting and analysis.
Staging Area	The Staging Area is the temporary storage for LEA submitted data until these are corrected, validated, and approved or “certified” for loading to the Operational Data Store (ODS). The Staging Area is the initial data loading point for all data submission.

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SYSTEM COMPONENTS (cont.)

Component	Description
Integration Hub	The Integration Hub is a logical component of CALPADS that contains FTP Landing Zone ▪ The Landing Zone is a temporary storage for all incoming files to CALPADS. Data from the file submissions are processed at the Landing Zone before they are posted to the Staging database.

Application Design

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KEY FEATURES

- **Web-Based System**
  - Accessible to authorized users via the Internet
  - Available from any workstation
  - Requires no digital certificate
  - Available: (http://www.cde.ca.gov/ds/sp/cl/calpadshours.asp)
- **Longitudinal Data Capture**
  - History of data is stored in a manner that enables point-in-time reporting
- **Comprehensive Detail Data**
  - Individual student/staff level data replacing aggregate data where appropriate
  - Complete student profile and enrollment history

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KEY FEATURES (cont.)

- **Comprehensive Views of Data**
  - Views of current data in ODS and certified data in Snapshot
  - Online views of exception reports (rejected records)
  - Views of data submitted available prior to posting and prior to certification
  - User configurable reporting
  - User configurable data downloads/extracts

APPLICATION ORGANIZATION

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ORGANIZATION DESIGN

The organization of CALPADS is designed to support

- **Ongoing Student Enrollment**
  - SSIDs can be assigned and students can be enrolled at any time
- **Scheduled Data Collections and Certifications**
  - Submission are schedule and the status is tracked
- **Managed User Interactions**
  - Portal organizes interactions and provides one point of entry
  - Workflows structure the submission and approval of data
  - Access is controlled by the user's role
- **Multiple Methods of Data Submission**
  - Students can be entered individually online
  - Multiple students can be submitted using batch files

Application Organization

PORTAL MENUS

The functions of CALPADS are organized on a Portal with a series of tabs. These tabs allow an authorized user to move between system functions in order to perform specific tasks or to retrieve information.

- **Home**
  - View a dashboard of system and general notifications relating to the operation of CALPADS
- **SSID Enrollment**
  - Perform student enrollment processes: SSID assignment and entry of enrollment, student information, & program data

Application Organization

PORTAL MENUS (cont)

- **State Reporting**
  - Manage scheduled data collection processes, including data maintenance, data submission, and data certification
- **Assessment**
  - Manage the creation of Pre-ID labels and the submission of test results by assessment vendors
- **File Submissions** (Not available at this time)
  - Manage all file submissions, including SSID/Enrollment and State Reporting, from a single location
- **Reports**
  - Access and schedule reports and data extracts

Application Organization

PORTAL MENUS (cont.)

- **Administration**
  - Administer user security for local accounts and map local codes to CALPADS codes
- **Help**
  - View help tools such the CALPADS User Manual
  - Submit Service Desk Request
- **?**
  - View context-sensitive online help

Application Navigation Aides

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Aid	Description
Breadcrumb Trail	▪ Appears at the top left of each page showing the path that the user has taken to get to the current page. Each entry in the bread crumb trail signifies a tab, link, or button that the user has selected in reaching the current point, with the location in bold letters.
Dropdown Lists	▪ Displays a list of valid data for that field. The dropdown list is generally used for shorter lists of data.
Filter Options	▪ Provides LEAs the option of refining the data displayed in order to locate the information needed easier.
Search Functions	▪ Allows you to search for student and staff and includes the use of Wildcard searches (*).
Lookup Function	▪ Allows LEAs to search for the correct value for the field and select the value to populate the box. Generally used for longer lists of data.

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Navigation Aides (cont.)

Aid	Description
Page Function	▪ Allows the user to move efficiently through the data and to provide an indication of the subset of data the user is currently viewing. Shows the current page being displayed and the total number of pages for that list. The user may select a page number to view.
Calendar Tool	▪ Allows the user to view a pop-up calendar and select the appropriate date for a field.
Column Sort	▪ Allows the user to sort the displayed records based upon the data in a column. This can be in ascending or descending order
Reveal Button	▪ Is provided for a number of applications within CALPADS. When the reveal button is displayed, it indicates there is additional information that is available to the user about the process you are attempting to perform. When the user clicks on the Reveal button, the information is displayed. Click again to hide the information.

Application Navigation Aids

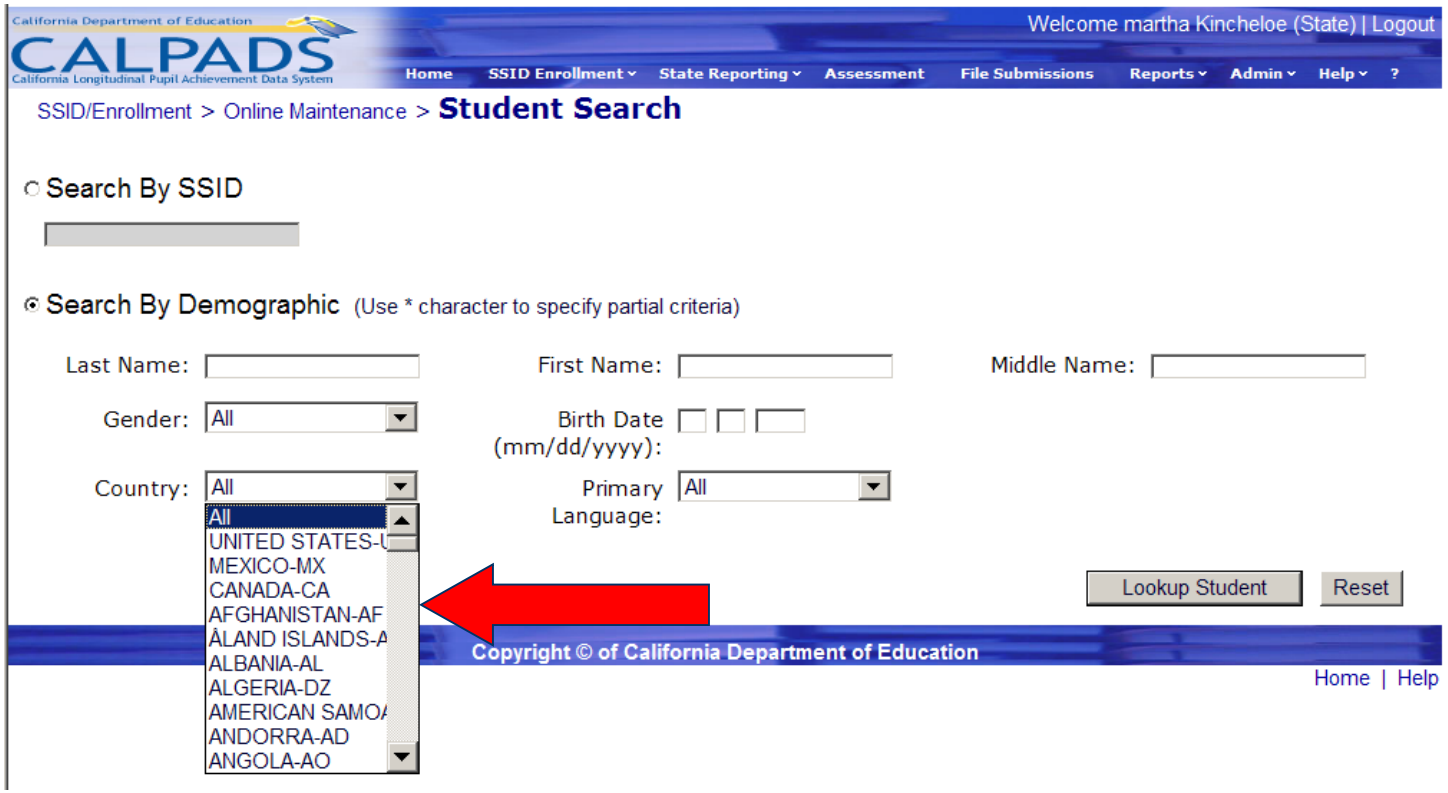
BREADCRUMB TRAIL

- Breadcrumb trail records the path taken to arrive at the current screen
- The items in the trail can be selected to return to a previous screen

Note that the breadcrumbs should be used instead of the browser back button

Application Navigation Aids

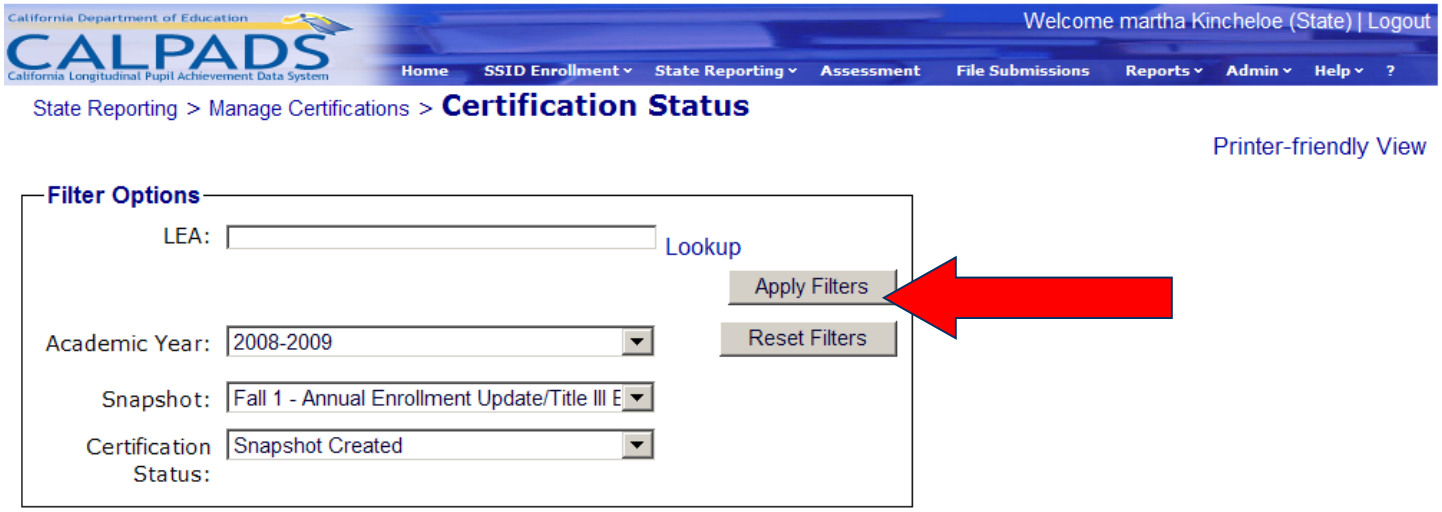
DROPDOWN LISTS



- Dropdowns display available options for selections

Application Navigation Aids

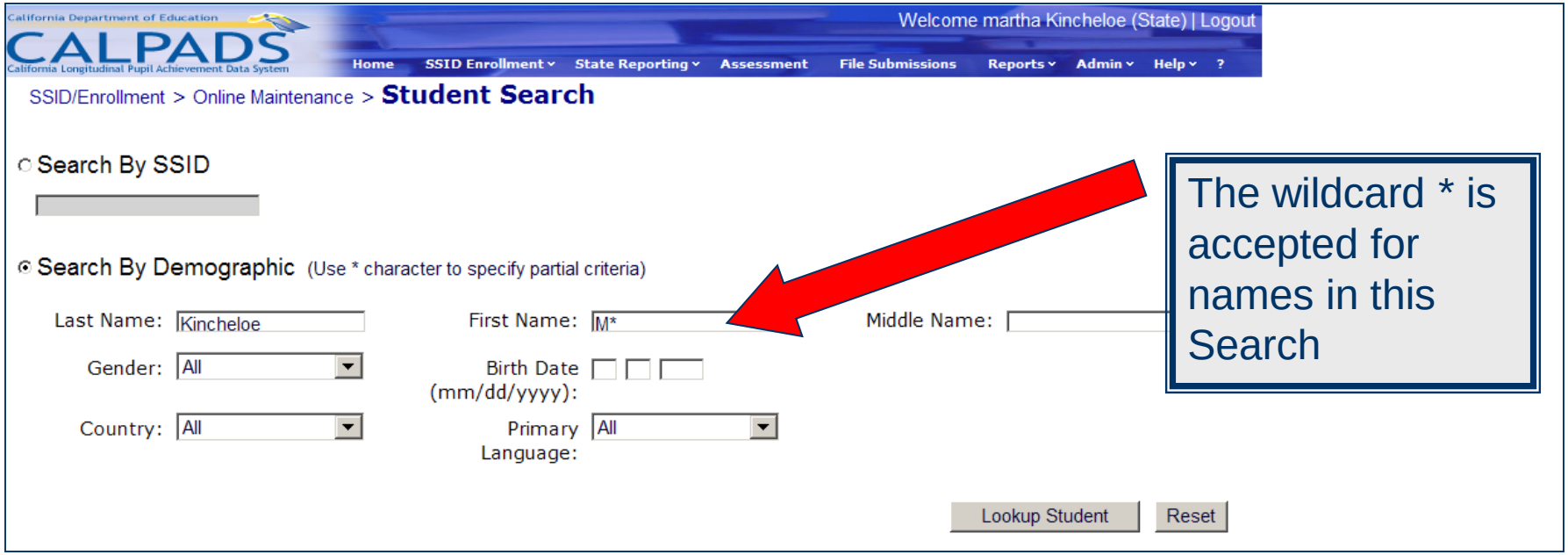
FILTER OPTIONS



- Filters allow customized views of data
- Data is presented based on the selections made from the dropdowns, which indicate the data available

Application Navigation Aids

SEARCH FUNCTIONS

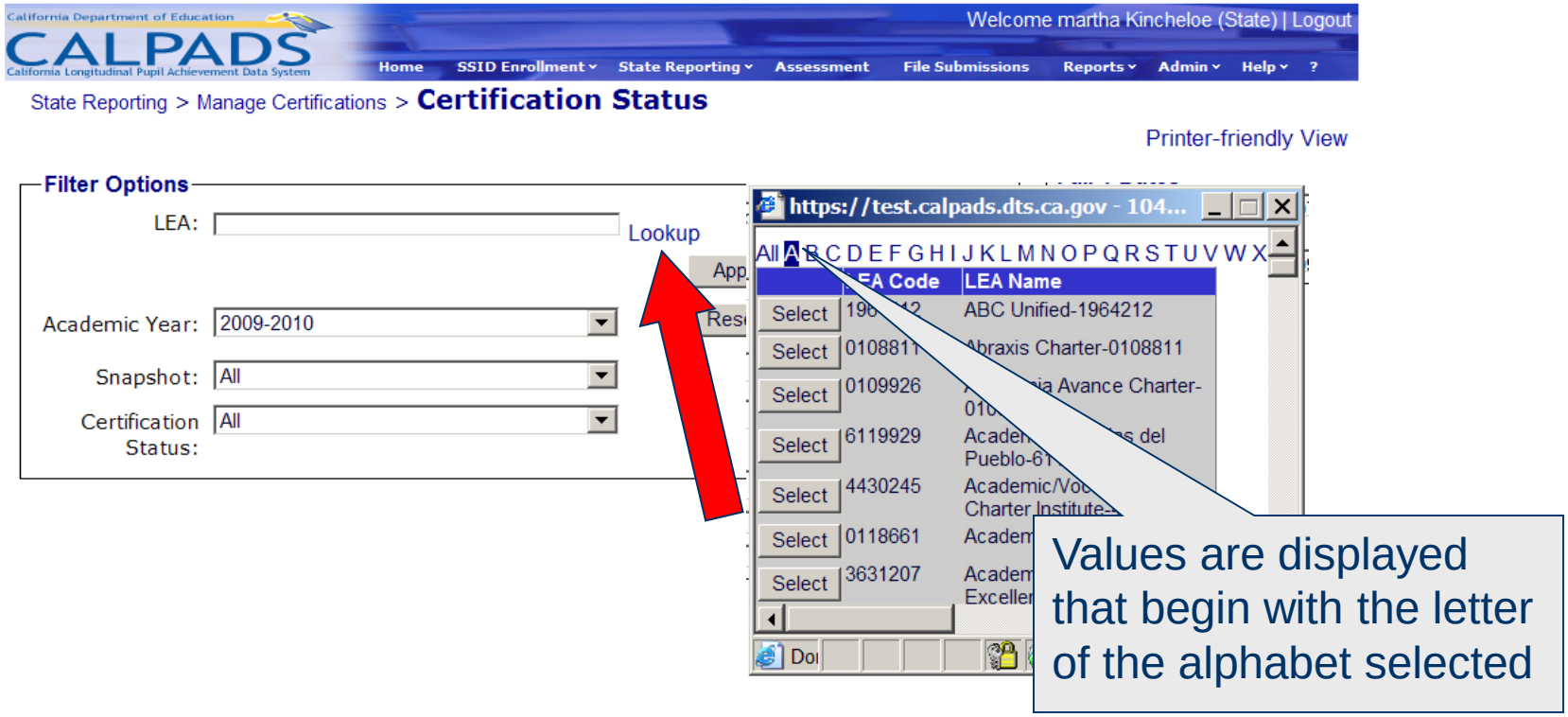


- **Search** function finds data based on the selection criteria
- All data that meet the criteria are presented

Note that the Search By Demographics is faster when more fields are entered; however in order to return a result, the data entered must be an exact match

Application Navigation Aids

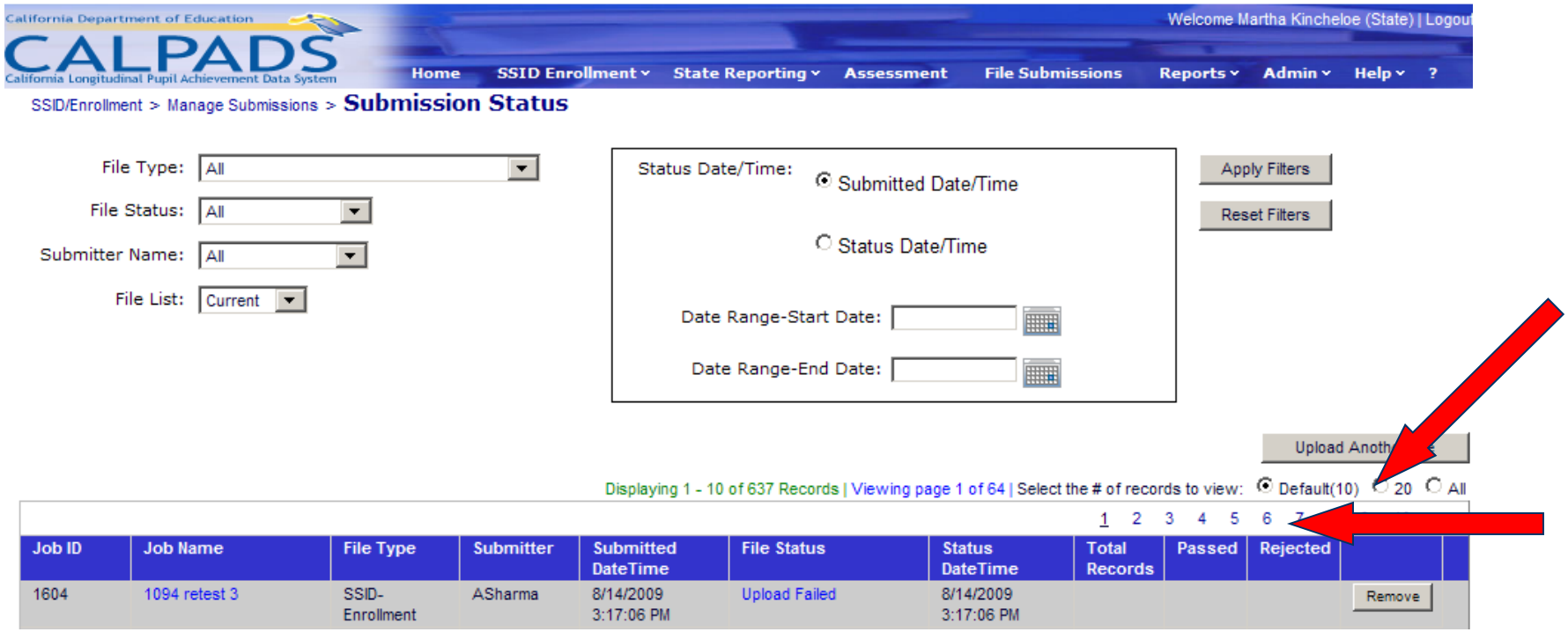
LOOKUP FUNCTION



- Lookups displays the valid values for the field
- The selected value populates the field

Application Navigation Aids

PAGE FUNCTION

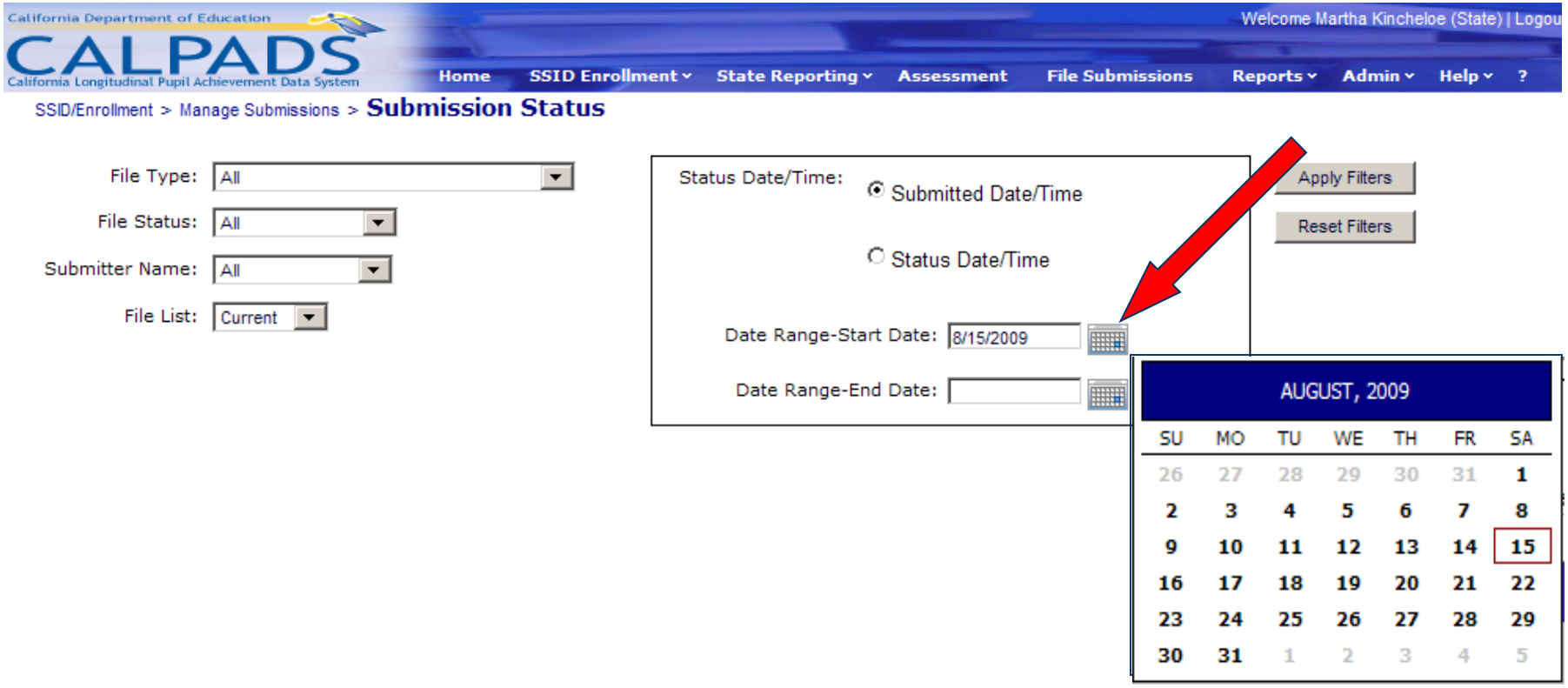


These aids allow you to

- Adjust number of displayed records
- Navigate through pages of records

Application Navigation Aids

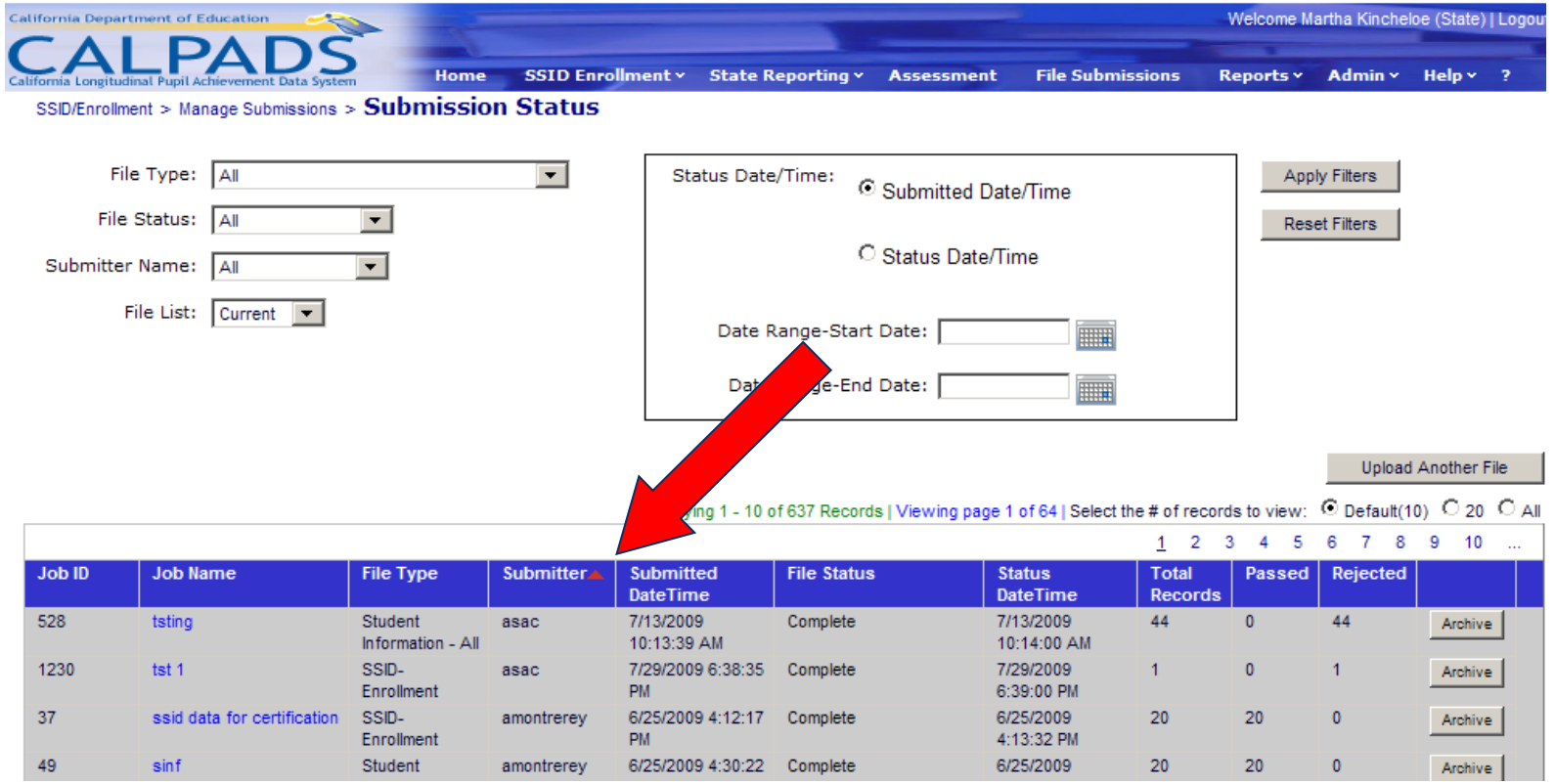
CALENDAR TOOL



- A calendar displays when the icon is clicked
- The calendar date selected populates the field

Application Navigation Aids

COLUMN SORT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Welcome Martha Kincheloe (State) | Logou
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Admin
Help
?
SSID/Enrollment > Manage Submissions > Submission Status
File Type: All
File Status: All
Submitter Name: All
File List: Current
Status Date/Time:
Submitted Date/Time
Status Date/Time
Date Range-Start Date:
Apply Filters
Reset Filters
Upload Another File
Viewing 1 - 10 of 637 Records | Viewing page 1 of 64 | Select the # of records to view: Default(10) 20 All
1 2 3 4 5 6 7 8 9 10 ...
Job ID | Job Name | File Type | Submitter | Submitted DateTime | File Status | Status DateTime | Total Records | Passed | Rejected
528 | tsting | Student Information - All | asac | 7/13/2009 10:13:39 AM | Complete | 7/13/2009 10:14:00 AM | 44 | 0 | 44 | Archive
1230 | tst 1 | SSID-Enrollment | asac | 7/29/2009 6:38:35 PM | Complete | 7/29/2009 6:39:00 PM | 1 | 0 | 1 | Archive
37 | ssid data for certification | SSID-Enrollment | amontrerey | 6/25/2009 4:12:17 PM | Complete | 6/25/2009 4:13:32 PM | 20 | 20 | 0 | Archive
49 | sinf | Student | amontrerey | 6/25/2009 4:30:22 | Complete | 6/25/2009 | 20 | 20 | 0 | Archive

- The values in a column are sorted with a double click
- The sorted values are noted with the red triangle, indicating either ascending or descending sort

Application Navigation Aids

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REVEAL BUTTON

	Disp	Student Name	Match Stat	Local ID	SSID	Gender	Birth Dt	Birth Cntry	Birth State	Lang	Grade Lvl	Reporting LEA	School Of Attn.	School Start Date
	Ready	Madera , LindseyJ4 Primary	Multi	11		F	1/1/1994	MX	MX-OAX	01	11	ABC Unified-1964212	Richard Gahr High-1933159	8/23/2011
	Ready	Modesto , IvanLee4 Primary	Multi	10		M	1/1/1995	TW		00	10	ABC Unified-1964212	Artesia High-1930361	8/23/2011

	Student Name	Score	SSID	Gender	Birth Dt	Birth Cntry	Birth State	Lang	Grade Lvl	Reporting LEA	School Of Attn.	School Start Date	School Exit Date
☐	Modesto, IvanLee4 Primary	100	2284401407	M	1/1/1995	TW		00	09	ABC Unified-1964212	Artesia High-1930361	8/23/2011	
☐	Modesto, IvanLee4 Primary	100	8357925688	M	1/1/1995	TW		00	09	San Diego Unified-3768338	Nubia Leadership Academy - 6114961	9/7/2009	
☐	Modesto, IvanLee3 Primary	99	4929258240	M	1/1/1995	TW		00	09	Palo Alto Unified-4369641	Palo Alto High-4335782	9/1/2009	

- The values relating to the data shown are hidden

- Clicking the Reveal Button shows the values relating to the originally shown data

KEY POINTS

Summary

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KEY POINTS – Application and Features

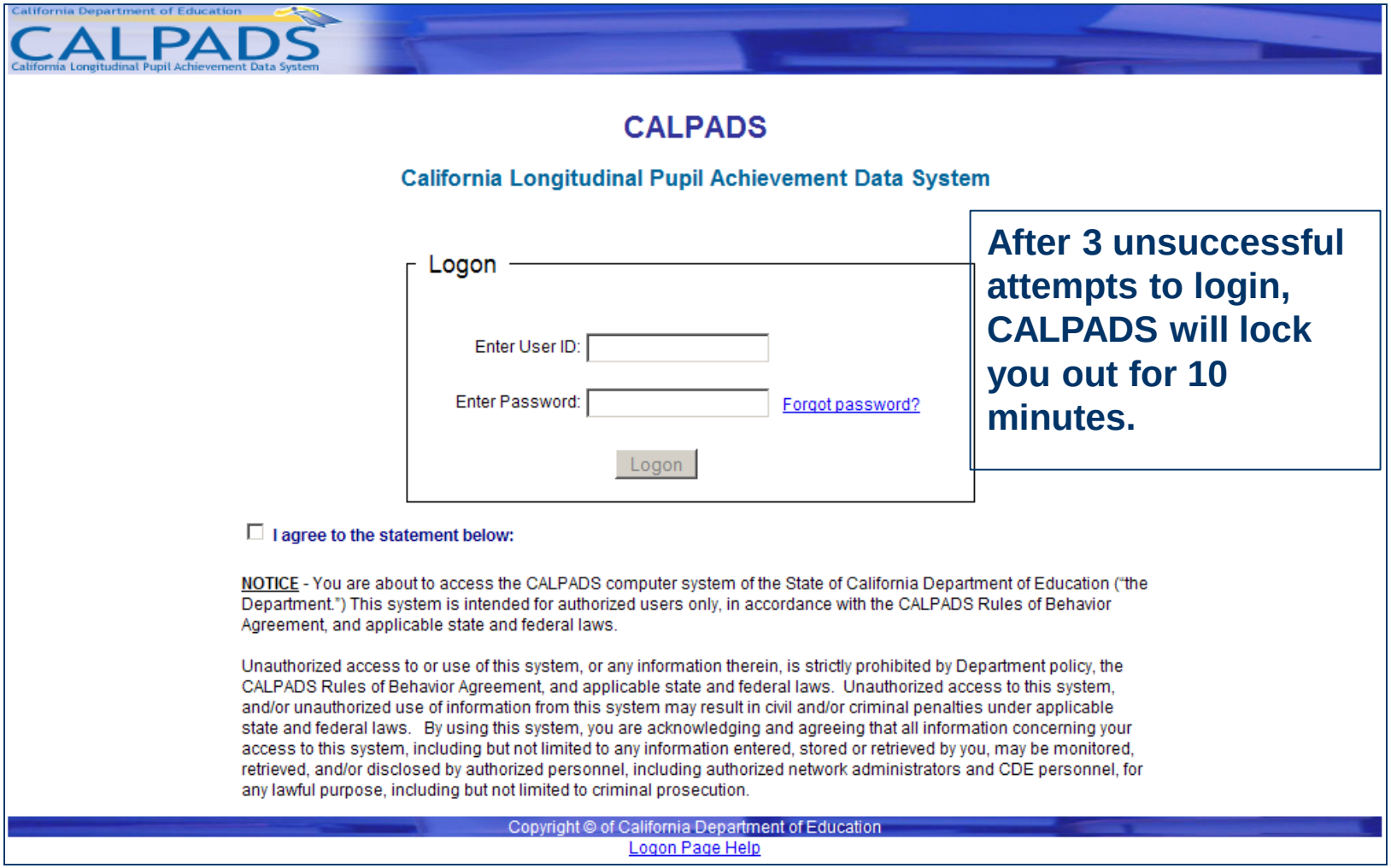
- Data entry and data access can be accomplished in multiple ways
- Data can be entered and maintained at any time
- Many different views of the data are available

PORTAL OVERVIEW DEMONSTRATION

Portal Overview Demonstration

LOGIN PAGE

A User ID and Password are required to enter CALPADS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CALPADS
California Longitudinal Pupil Achievement Data System
Logon
Enter User ID:
Enter Password:
Forgot password?
Logon
After 3 unsuccessful attempts to login, CALPADS will lock you out for 10 minutes.
I agree to the statement below:
NOTICE - You are about to access the CALPADS computer system of the State of California Department of Education ("the Department.") This system is intended for authorized users only, in accordance with the CALPADS Rules of Behavior Agreement, and applicable state and federal laws.
Unauthorized access to or use of this system, or any information therein, is strictly prohibited by Department policy, the CALPADS Rules of Behavior Agreement, and applicable state and federal laws. Unauthorized access to this system, and/or unauthorized use of information from this system may result in civil and/or criminal penalties under applicable state and federal laws. By using this system, you are acknowledging and agreeing that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel, for any lawful purpose, including but not limited to criminal prosecution.
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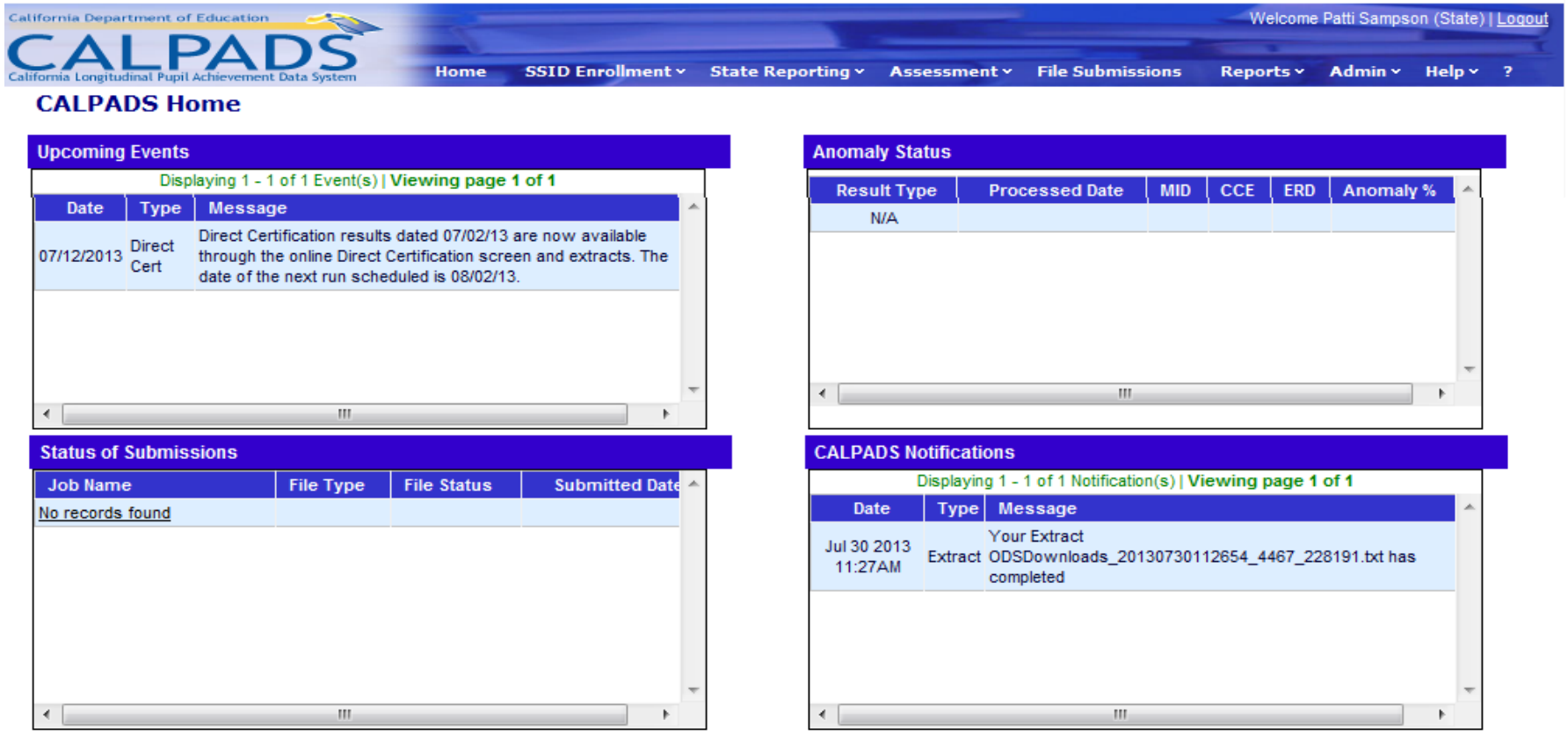
Logon Page Help

Portal Overview Demonstration

HOMEPAGE

The Homepage provides a dashboard of system and general notifications relating to the operation of CALPADS



Portal Overview Demonstration

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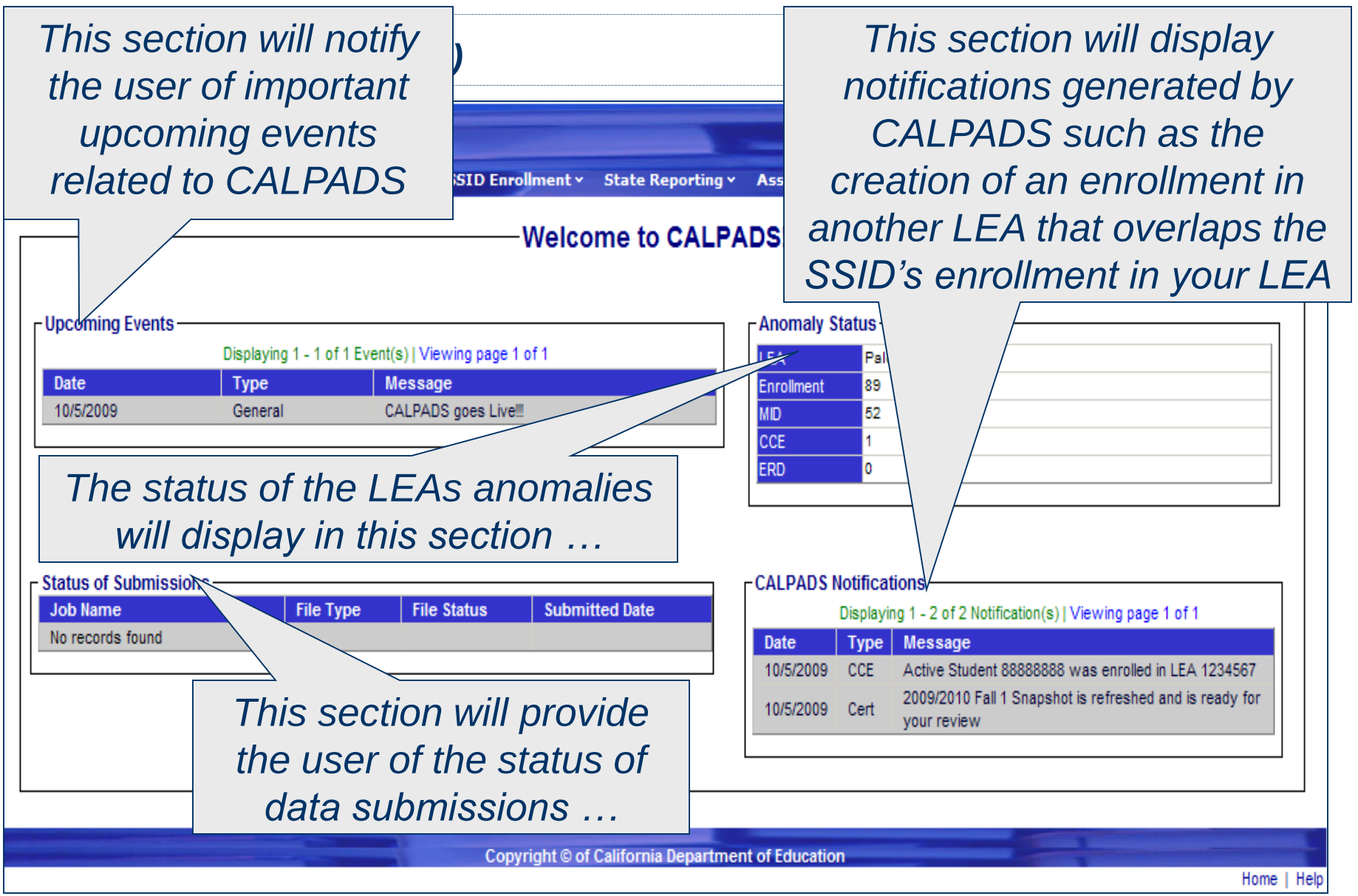
This section will notify the user of important upcoming events related to CALPADS

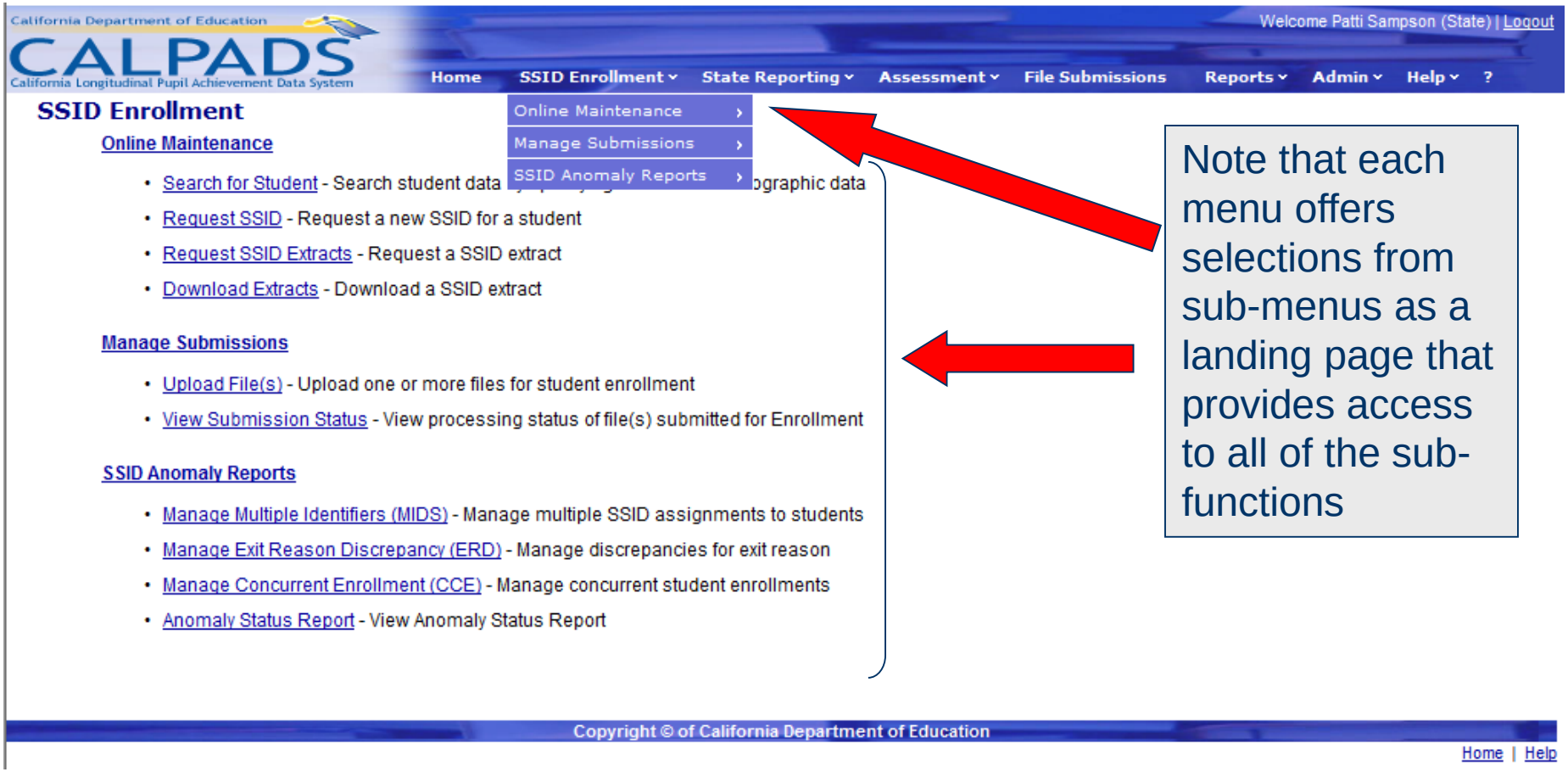
This section will display notifications generated by CALPADS such as the creation of an enrollment in another LEA that overlaps the SSID's enrollment in your LEA



The status of the LEAs anomalies will display in this section …

This section will provide the user of the status of data submissions …

Portal Overview Demonstration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Welcome Patti Sampson (State) | Logout
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Admin
Help
?
Online Maintenance
Manage Submissions
SSID Anomaly Reports
SSID Enrollment
Online Maintenance
Search for Student - Search student data
Request SSID - Request a new SSID for a student
Request SSID Extracts - Request a SSID extract
Download Extracts - Download a SSID extract
Manage Submissions
Upload File(s) - Upload one or more files for student enrollment
View Submission Status - View processing status of file(s) submitted for Enrollment
SSID Anomaly Reports
Manage Multiple Identifiers (MIDS) - Manage multiple SSID assignments to students
Manage Exit Reason Discrepancy (ERD) - Manage discrepancies for exit reason
Manage Concurrent Enrollment (CCE) - Manage concurrent student enrollments
Anomaly Status Report - View Anomaly Status Report
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Home | Help

Note that each menu offers selections from sub-menus as a landing page that provides access to all of the sub-functions

Portal Overview Demonstration

SSID ENROLLMENT

The **SSID Enrollment** menu accesses functions that manage the entry and the maintenance of data for **CALPADS enrollment**, which includes

- **SSID**
- **School Enrollment**
- **Student Information**
- **Student Programs**

Portal Overview Demonstration

SSID ENROLLMENT

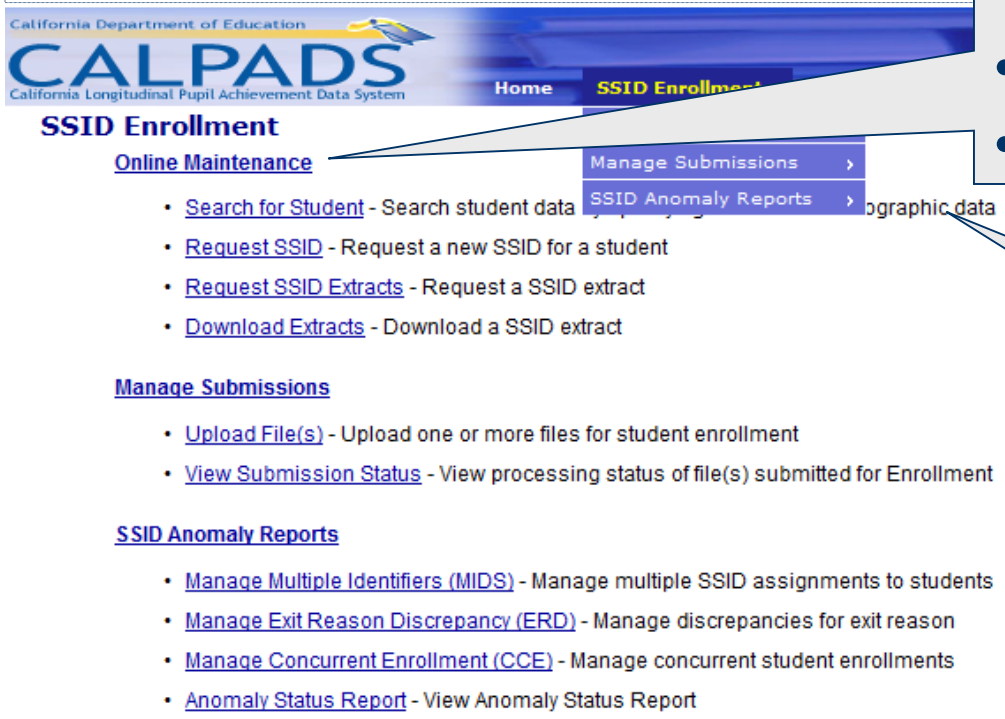
The SSID Enrollment menu provides access to

- **Online Maintenance -** Data entry and maintenance is performed online for one SSID at a time
- **Manage Submissions -** Data entry and maintenance is performed with input files for batches of SSIDs
- **Anomaly Reports-** An SSID's enrollments that contain suspected irregularities are reported

Portal Overview Demonstration

SSID ENROLLMENT (cont)

- Assign an initial SSID
- Enroll a student in a school
- enter student information
- Enter programs …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SSID Enrollment
SSID Enrollment
Online Maintenance
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SSID Anomaly Reports
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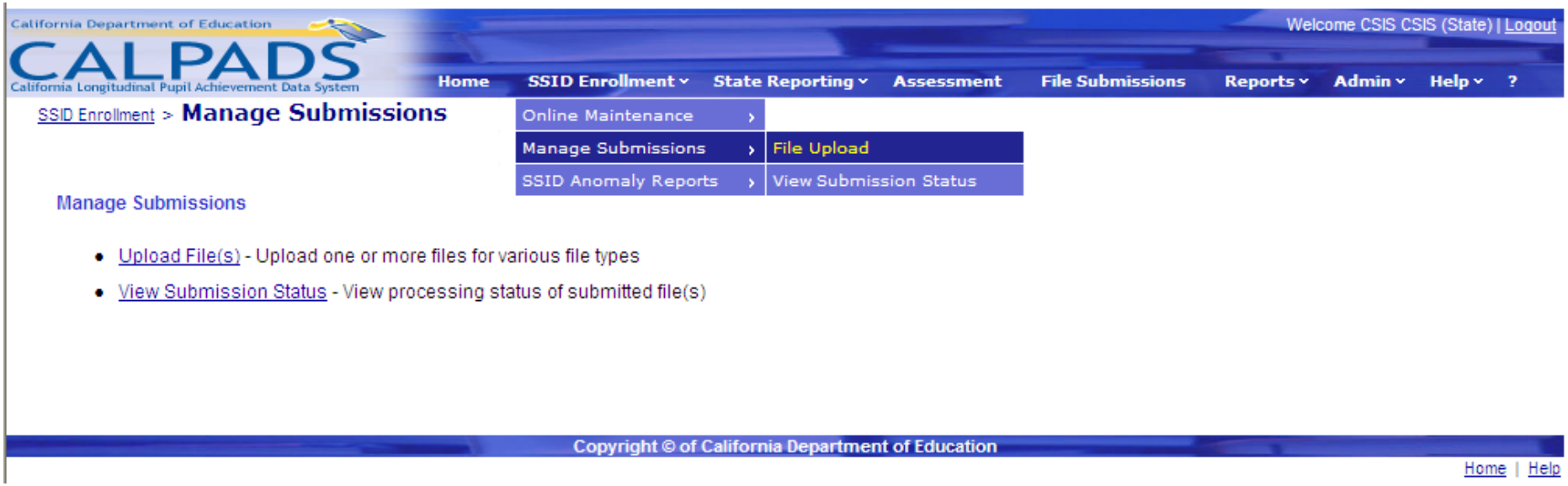
Home | Help

- Locate an existing SSID…

The **Online Maintenance** menu accesses functions to assign/locate an SSID and complete a student's enrollment with all of the needed information

Portal Overview Demonstration

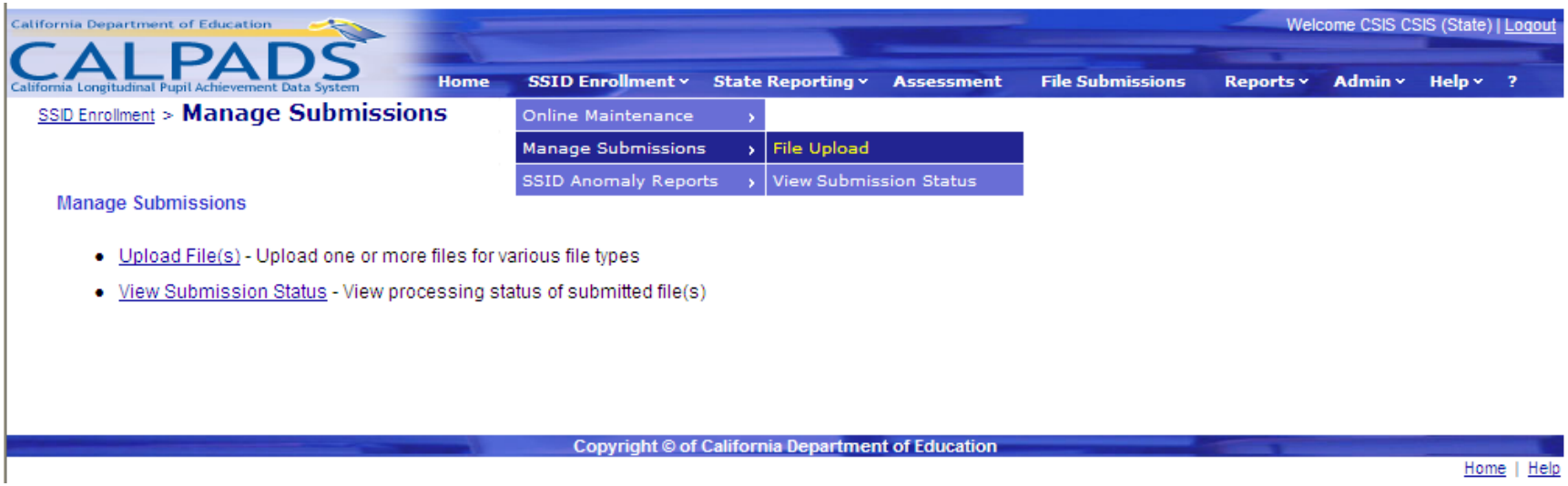
SSID ENROLLMENT (cont)



The **Manage Submissions** menu accesses functions to load data in batch

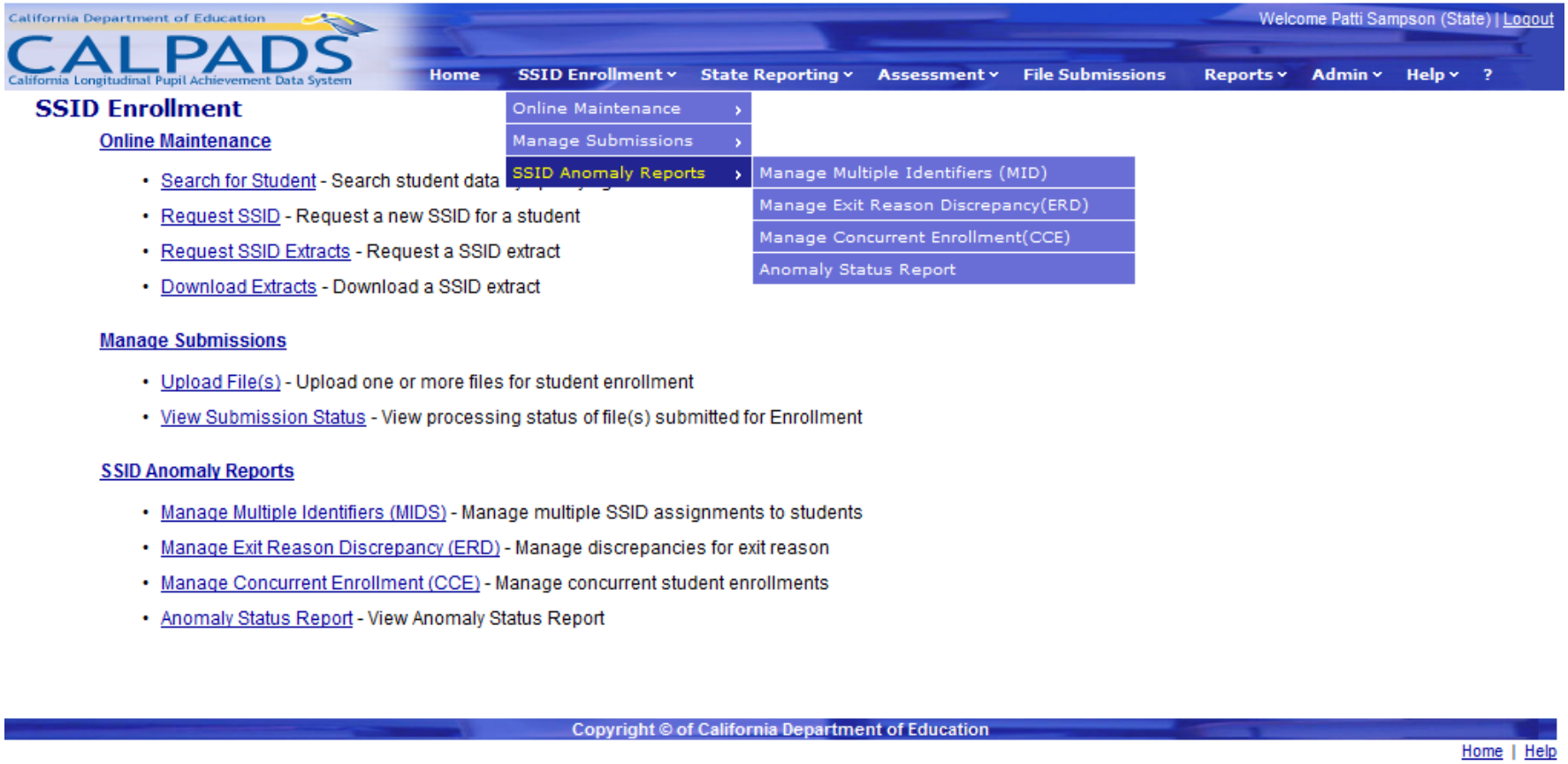
Portal Overview Demonstration

SSID ENROLLMENT (cont)



- Either SIS generated input files or manually produced Excel spreadsheets can be uploaded
- Viewing the Submission Status accesses the ability to
  - View Rejected Records
  - Manage the SSID Candidate List (i.e. Confirming Identifiers)
  - Post accepted records

SSID ENROLLMENT (cont.)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Request SSID - Request a new SSID for a student
Request SSID Extracts - Request a SSID extract
Download Extracts - Download a SSID extract
Manage Submissions
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View Submission Status - View processing status of file(s) submitted for Enrollment
SSID Anomaly Reports
Manage Multiple Identifiers (MIDS) - Manage multiple SSID assignments to students
Manage Exit Reason Discrepancy (ERD) - Manage discrepancies for exit reason
Manage Concurrent Enrollment (CCE) - Manage concurrent student enrollments
Anomaly Status Report - View Anomaly Status Report
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The **Anomaly Reports** menu accesses functions to

- View and correct anomalies
- View the % of enrollments involved in anomalies

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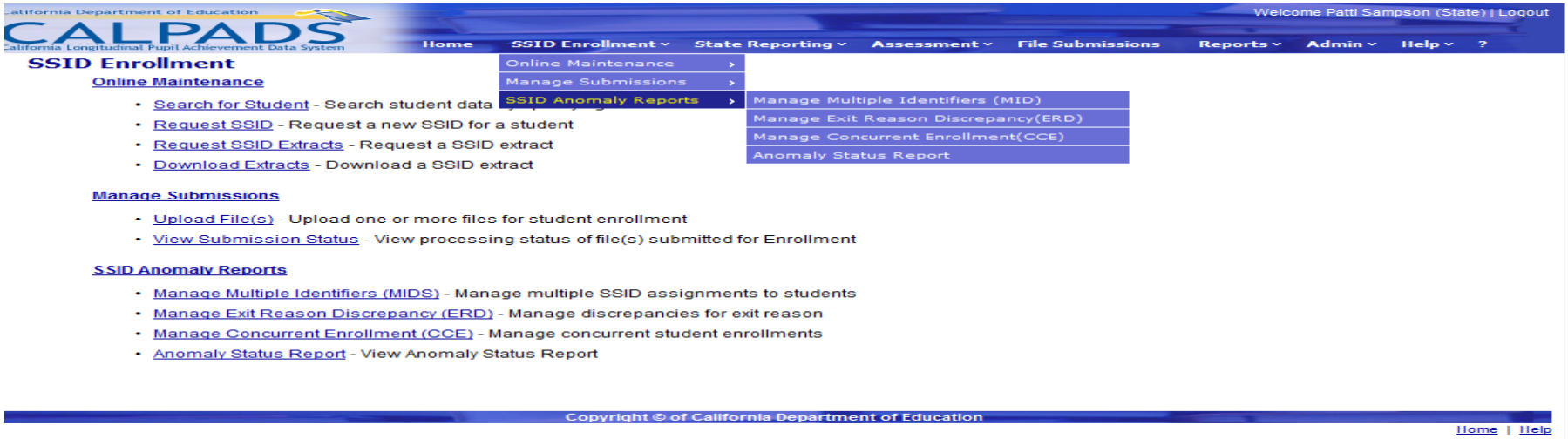
SSID ENROLLMENT *(cont.)*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The Anomalies reported are

- **Multiple Identifiers** (MIDS) - Two or more SSIDs having exactly matching or very similar demographics
- **Exit Reason Discrepancies** (ERDs) - inconsistency between exit reason & subsequent enrollment status
- **Concurrent Enrollments** (CCEs) - more than one enrollment considered as “Primary” **at the same time**

Portal Overview Demonstration

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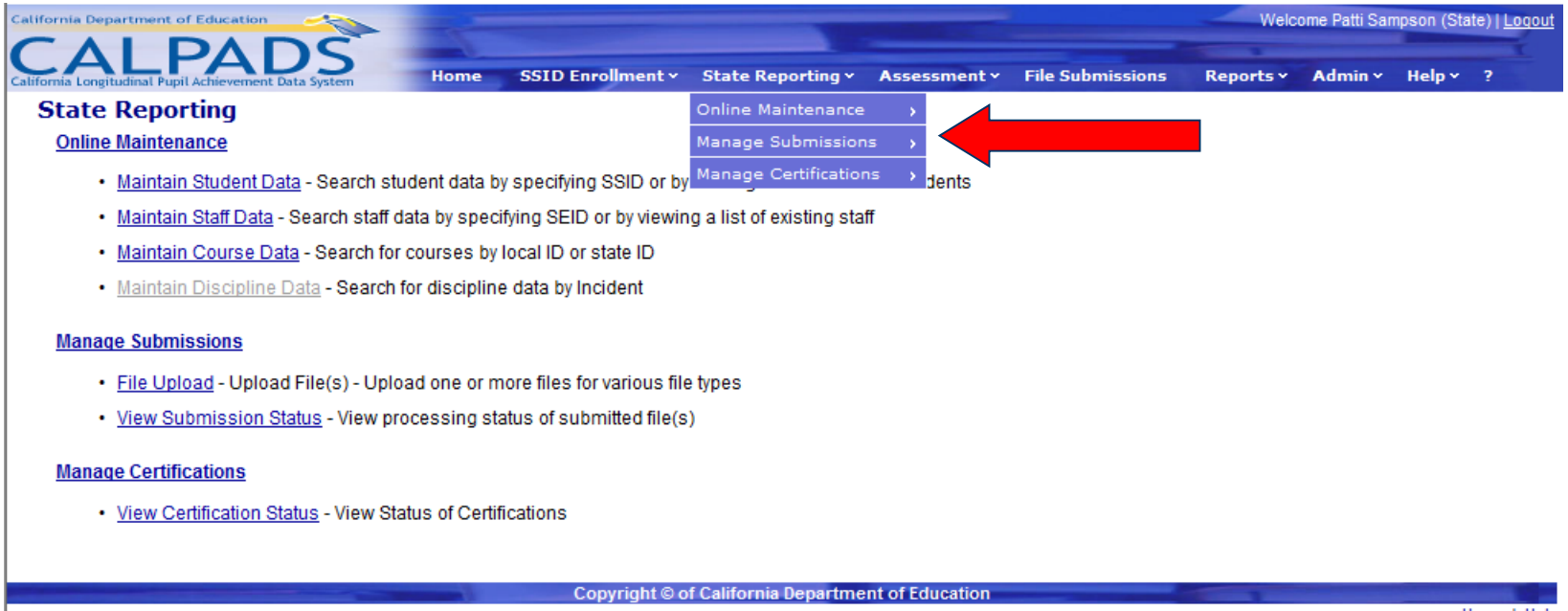
STATE REPORTING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dents
Maintain Staff Data - Search staff data by specifying SEID or by viewing a list of existing staff
Maintain Course Data - Search for courses by local ID or state ID
Maintain Discipline Data - Search for discipline data by Incident
Manage Submissions
File Upload - Upload File(s) - Upload one or more files for various file types
View Submission Status - View processing status of submitted file(s)
Manage Certifications
View Certification Status - View Status of Certifications
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The **State Reporting** functions manage the maintenance of data in preparation for an upcoming data submission…

- **FALL 1**
- **FALL 2**
- **EOY1**
- **EOY2**
- **EOY3**
- **EOY4**

Portal Overview Demonstration

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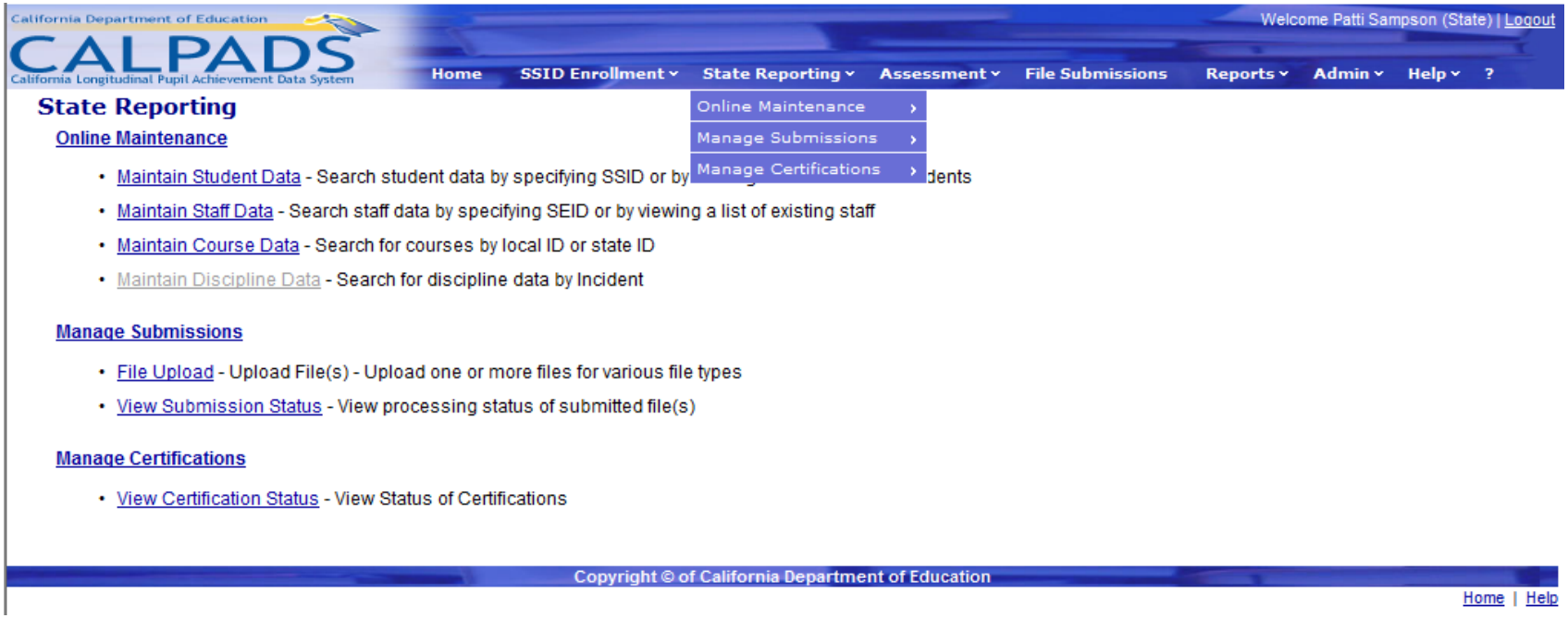
STATE REPORTING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View Certification Status - View Status of Certifications
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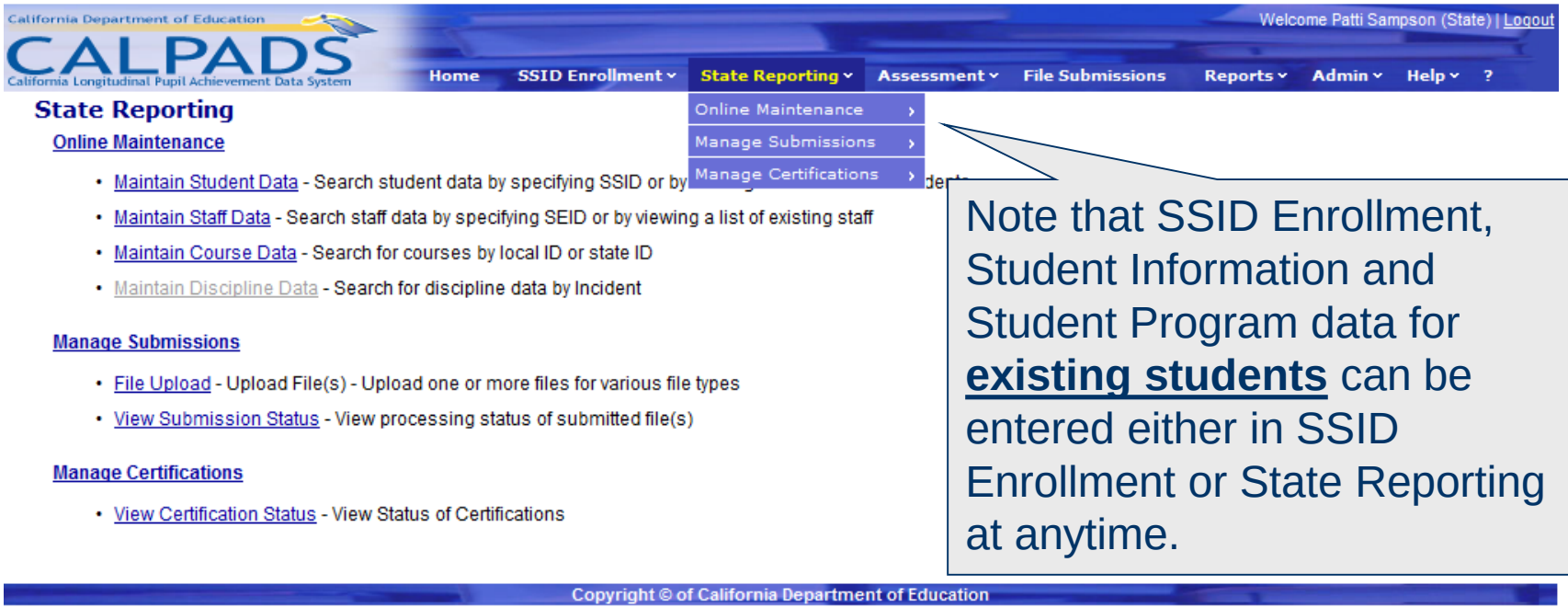
The State Reporting menu tab provides access to

- **Online Maintenance**
  - Data entry and maintenance is performed online
- **Manage Submissions**
  - Data entry and maintenance is performed with batch input files
- **Manage Certifications**
  - Certification reports are reviewed and data is certified as accurate

STATE REPORTING *(cont)*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Manage Certifications
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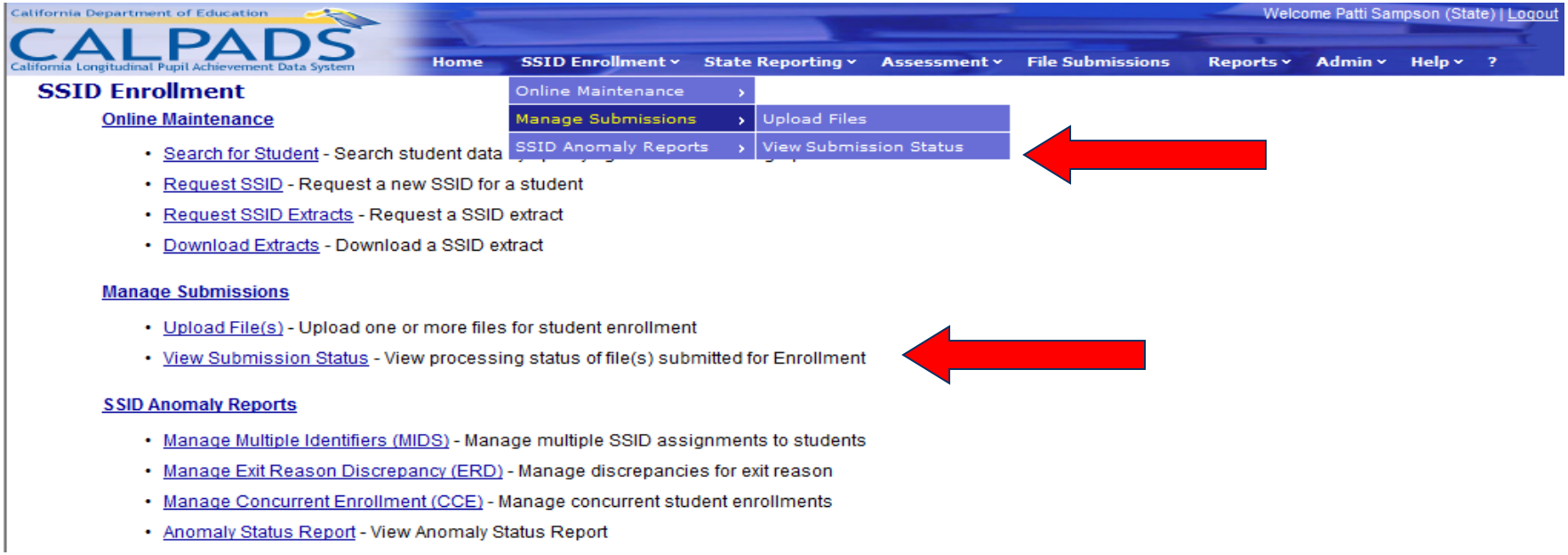
Note that SSID Enrollment, Student Information and Student Program data for **existing students** can be entered either in SSID Enrollment or State Reporting at anytime.

The **Online Maintenance** menu accesses functions to

- Locate an existing student's data
- Maintain an existing student's enrollment, student information, and programs
- Enter course data and maintain it
- Enter a staff member
- Locate a staff member and maintain staff member's data

Portal Overview Demonstration

STATE REPORTING (cont)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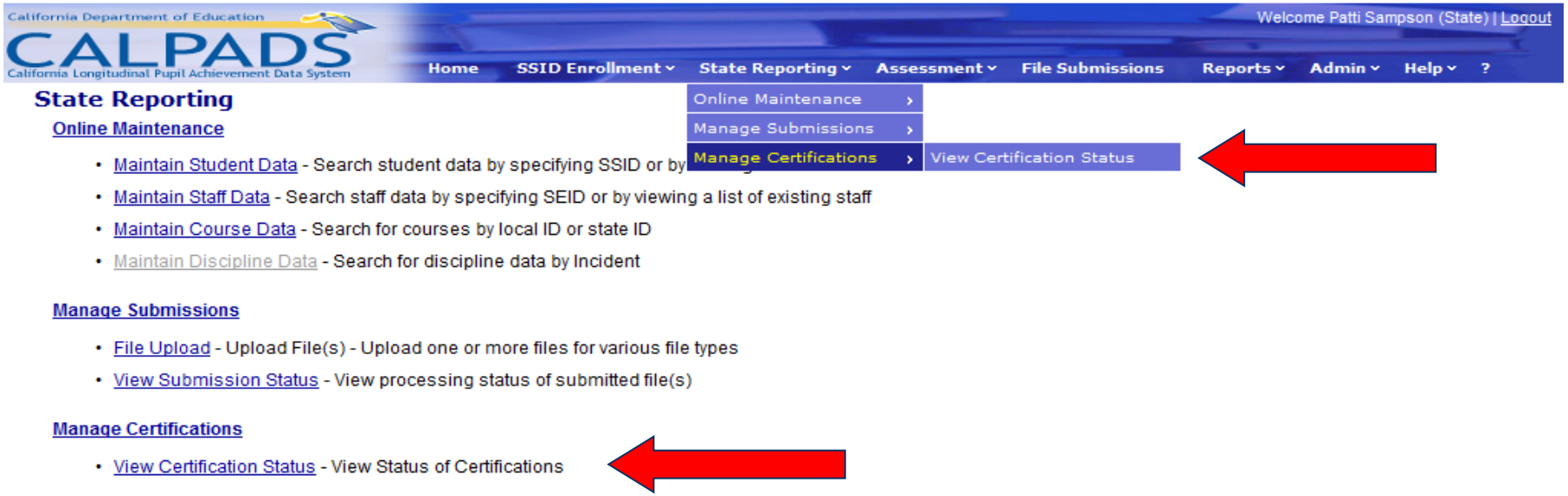
Anomaly Status Report - View Anomaly Status Report

The **Manage Submissions** menu accesses functions to

- Load batch enrollment data from either SIS generated input files or from manually produced excel spreadsheets
- Complete the batch load, including
  - Viewing the status of the submission
  - Managing the rejected records
  - Posting the records

STATE REPORTING *(cont.)*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File Upload - Upload File(s) - Upload one or more files for various file types
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Manage Certifications
View Certification Status - View Status of Certifications

The **Manage Certifications** menu accesses functions to

- View reports that display data to be certified
- View the status of a certification
- View the records that did not pass the certification edits
- View the anomaly % for the certification data
- Certify the data
- Decertify data, if necessary

Portal Overview Demonstration

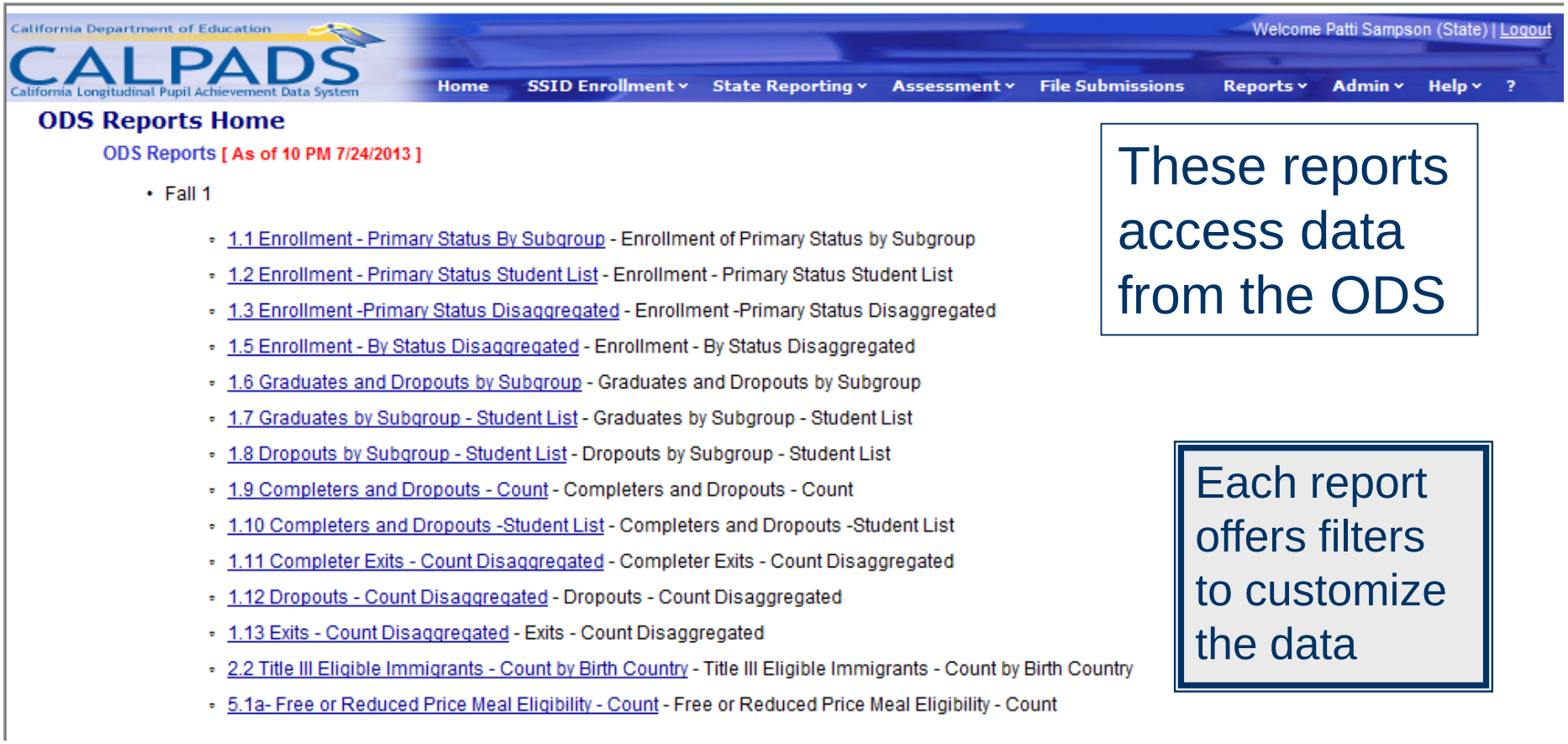
REPORTS

The **Reports** menu accesses these functions

- **Submission Reports**
  - Reports that display data from uploaded files are listed
- **ODS Reports**
  - Reports that display data from the ODS are listed
- **Extracts**
  - Extracts are listed that are available to download data from the ODS
- Snapshot Reports
  - Reports that display data from Certification are listed

Portal Overview Demonstration

REPORTS (cont.)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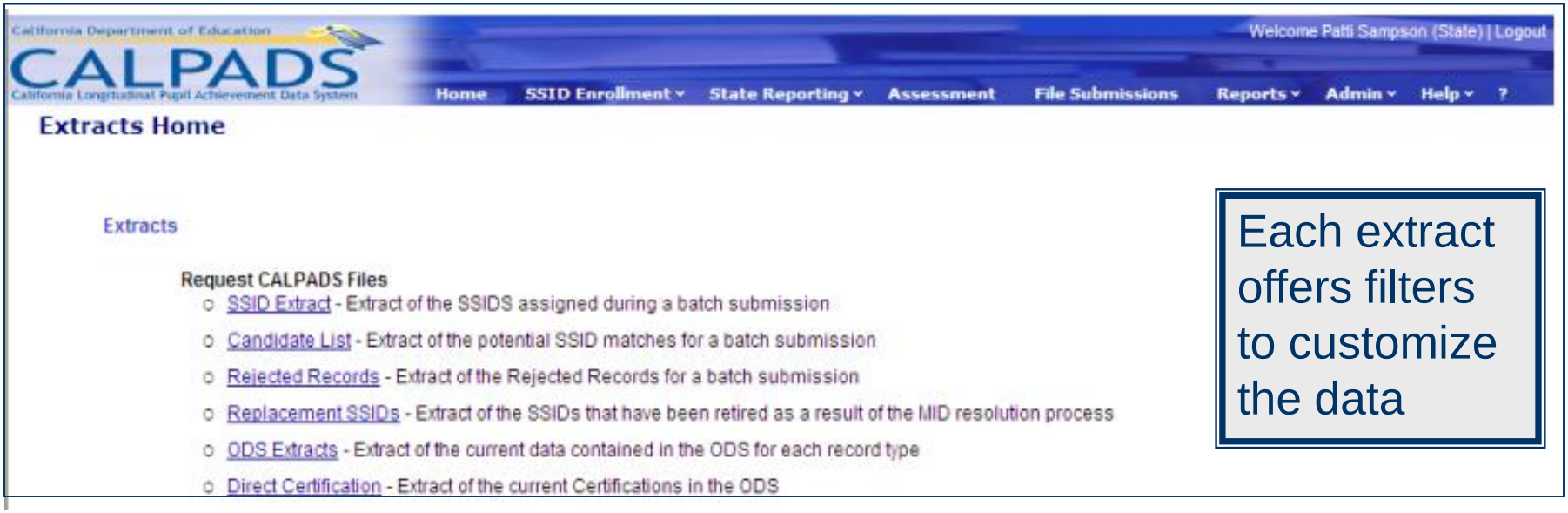
ODS Reports Home
ODS Reports [As of 10 PM 7/24/2013]
Fall 1
1.1 Enrollment - Primary Status By Subgroup - Enrollment of Primary Status by Subgroup
1.2 Enrollment - Primary Status Student List - Enrollment - Primary Status Student List
1.3 Enrollment -Primary Status Disaggregated - Enrollment -Primary Status Disaggregated
1.5 Enrollment - By Status Disaggregated - Enrollment - By Status Disaggregated
1.6 Graduates and Dropouts by Subgroup - Graduates and Dropouts by Subgroup
1.7 Graduates by Subgroup - Student List - Graduates by Subgroup - Student List
1.8 Dropouts by Subgroup - Student List - Dropouts by Subgroup - Student List
1.9 Completers and Dropouts - Count - Completers and Dropouts - Count
1.10 Completers and Dropouts -Student List - Completers and Dropouts -Student List
1.11 Completer Exits - Count Disaggregated - Completer Exits - Count Disaggregated
1.12 Dropouts - Count Disaggregated - Dropouts - Count Disaggregated
1.13 Exits - Count Disaggregated - Exits - Count Disaggregated
2.2 Title III Eligible Immigrants - Count by Birth Country - Title III Eligible Immigrants - Count by Birth Country
5.1a- Free or Reduced Price Meal Eligibility - Count - Free or Reduced Price Meal Eligibility - Count

These reports access data from the ODS

Each report offers filters to customize the data

Portal Overview Demonstration

REPORTS (cont.)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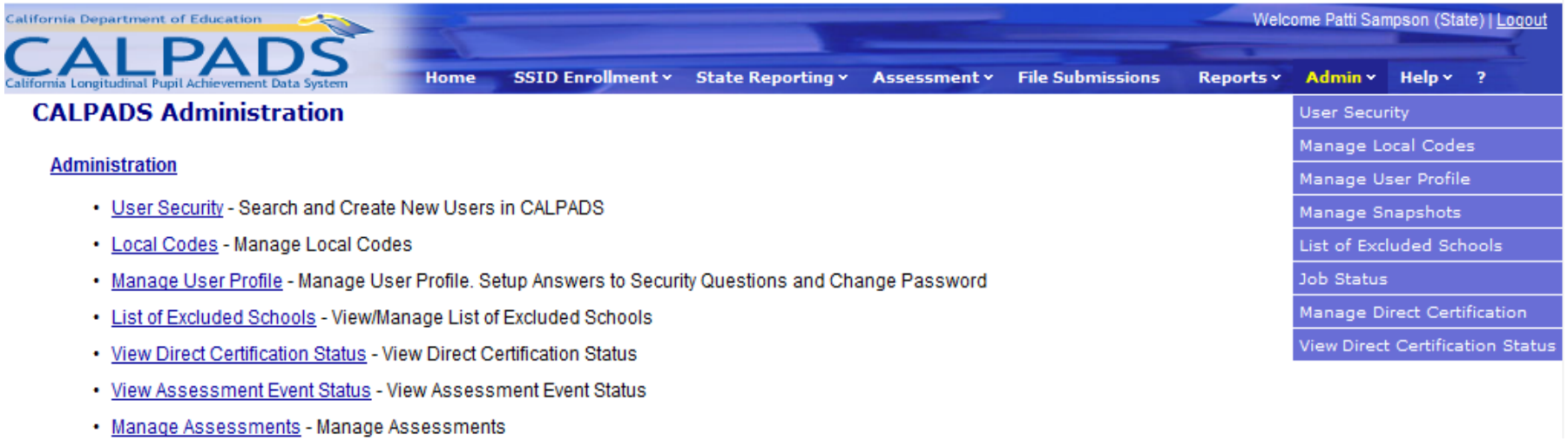
Extracts
Request CALPADS Files
SSID Extract - Extract of the SSIDS assigned during a batch submission
Candidate List - Extract of the potential SSID matches for a batch submission
Rejected Records - Extract of the Rejected Records for a batch submission
Replacement SSIDs - Extract of the SSIDs that have been retired as a result of the MID resolution process
ODS Extracts - Extract of the current data contained in the ODS for each record type
Direct Certification - Extract of the current Certifications in the ODS
Each extract offers filters to customize the data

The **Extracts** menu accesses pre-defined files for downloading ODS data

- SSID Extract
- Candidate List
- Rejected Records
- Replacement SSIDs
- ODS Extracts
- Direct Certification

Portal Overview Demonstration

ADMINISTRATION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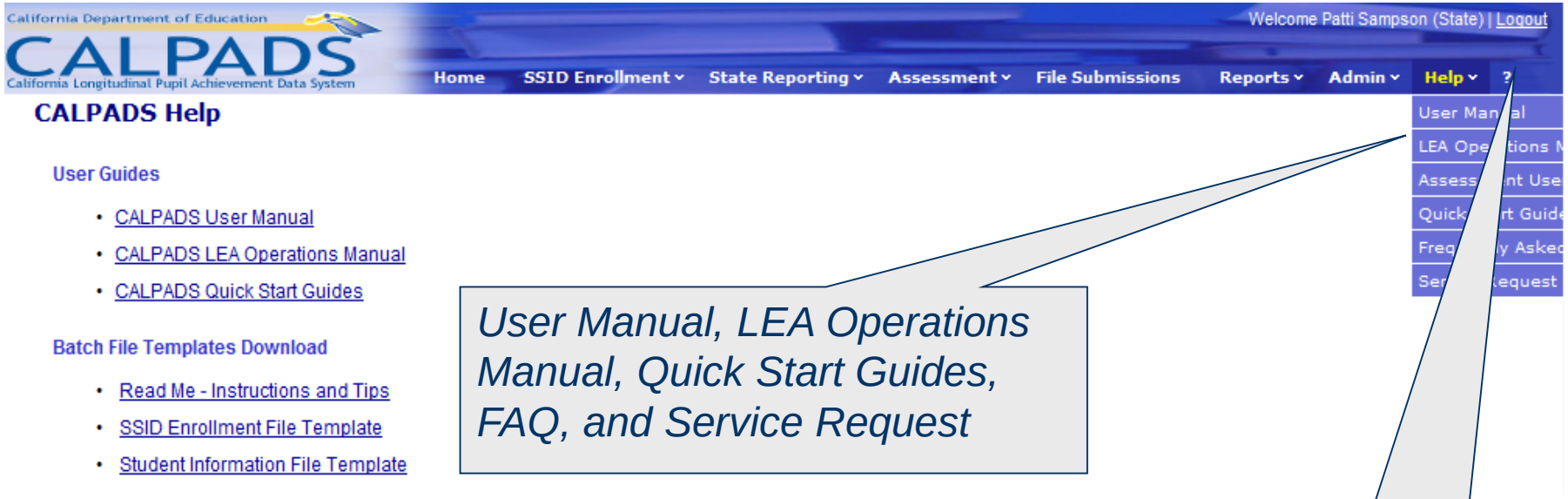
CALPADS Administration
Administration
User Security - Search and Create New Users in CALPADS
Local Codes - Manage Local Codes
Manage User Profile - Manage User Profile. Setup Answers to Security Questions and Change Password
List of Excluded Schools - View/Manage List of Excluded Schools
View Direct Certification Status - View Direct Certification Status
View Assessment Event Status - View Assessment Event Status
Manage Assessments - Manage Assessments
User Security
Manage Local Codes
Manage User Profile
Manage Snapshots
List of Excluded Schools
Job Status
Manage Direct Certification
View Direct Certification Status

The **Administration** menu provides access to ….

- User Security
- Local Code Mapping
- Manage User Profile
- List of Excluded Schools
- View Direct Certification Status
- View Assessment Event Status
- Manage Assessments

Portal Overview Demonstration

HELP



User Manual, LEA Operations Manual, Quick Start Guides, FAQ, and Service Request

The **Help** menu provides access to ….

- CALPADS User Manual
- Service Desk Request Form
- Batch File Templates Download

Context-sensitive help explains the use of the current page

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CALPADS Security

Essential 2b

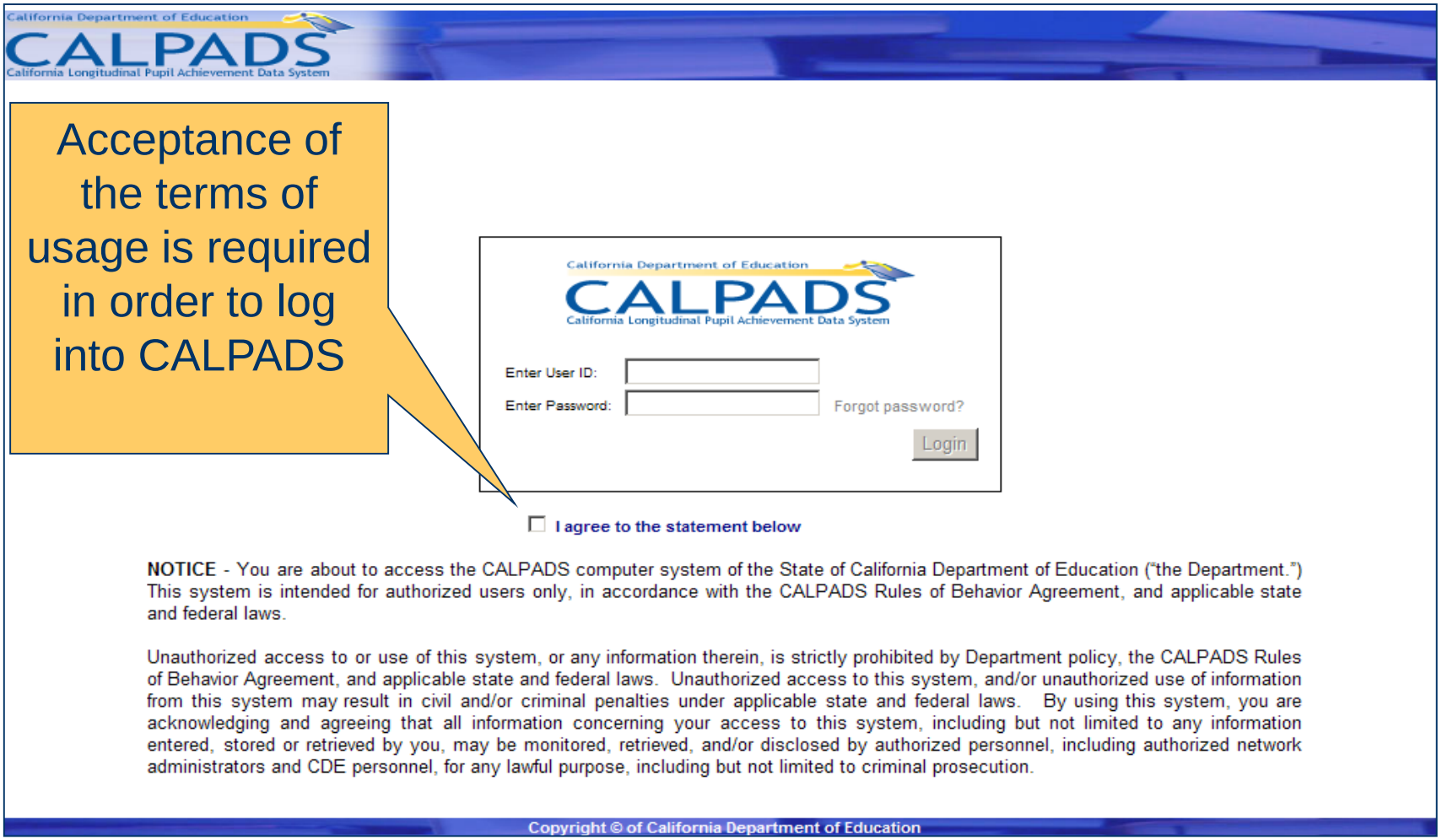
Contents

This module includes the following:

- Overview of Security
- User Account Management
- Password Management
- Security Management
- Key Points
- Security Management Demonstration

Overview of User Security

Overview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Acceptance of the terms of usage is required in order to log into CALPADS
Enter User ID:
Enter Password:
Forgot password?
Login
I agree to the statement below
NOTICE - You are about to access the CALPADS computer system of the State of California Department of Education ("the Department.") This system is intended for authorized users only, in accordance with the CALPADS Rules of Behavior Agreement, and applicable state and federal laws.
Unauthorized access to or use of this system, or any information therein, is strictly prohibited by Department policy, the CALPADS Rules of Behavior Agreement, and applicable state and federal laws. Unauthorized access to this system, and/or unauthorized use of information from this system may result in civil and/or criminal penalties under applicable state and federal laws. By using this system, you are acknowledging and agreeing that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel, for any lawful purpose, including but not limited to criminal prosecution.
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CALPADS security begins at login. A User ID and Password are required to gain access…

USER ACCOUNT MANAGEMENT

USER ACCOUNTS

A User ID and Password are assigned to a user when a **CALPADS User Account** is set up. The User Account controls access to CALPADS data and functionality. The following are required to set up an account:

- **User's Name –** the name of the individual who will have access to CALPADS
- **User ID –** the ID used to sign into CALPADS. It is assigned by the LEA CALPADS Administrator. It can only contain 20 characters total. The recommended format is FirstInitialLastName.CDCode with the FirstInitialLastName containing only 12 characters.

USER ACCOUNTS (cont.)

The following are required to set up an account (cont):

- **Email** – the user's email address to which CALPADS will send a temporary password
- **Phone Number –** the user's phone number
- **Security Level** – which controls the level of the data that can be accessed by the user
- **User Roles** – one or more roles which control the type of data or function that can be accessed by the user

USER SECURITY ACCOUNTS (cont)

The **Security Levels** in CALPADS, which control the level of data that can be accessed by LEAs, are

- **School** – view data for one or more schools within LEA
- **LEA** – view data from all schools within LEA

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USER SECURITY ACCOUNTS (cont)

The user security **Roles** in CALPADS, which control the type of data or function accessible, are ....

Role	Description
LEA Administrator	Provides access to all functionality for an LEA user, excluding Certifier, Direct Certification, and Anomaly contact roles
All	Provides access to all SSID enrollment and State Reporting functionality
SSID Online	Provides functionality to create and manage SSID Enrollment and State Reporting records using the online interface
Batch	Provides functionality to create and manage SSID enrollment and State Reporting records using the batch upload interface

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USER SECURITY ACCOUNTS (cont)

Role	Description
BatchNoPost	Provides the same functionality as “Batch” role with the exception of the user not being able to perform the final post to the ODS
Search	Provides ability to only search for a specific SSID and view the results - a read-only role
SENR Reports	Provides access to run and view reports only
Direct Certification	Provides functionality to manage Direct Certification data
Free Reduced Lunch	Provides functionality to create and manage Free and Reduced Lunch data

USER SECURITY ACCOUNTS (cont)

Additional roles exist that control functions only ....

Role	Description
Data Collection Certifier	Allows access to the certification capability in State Reporting
Superintendent Certifier	Allows access to the certification capability in State Reporting
Anomaly Contact	Identifies the individual serving as the LEA contact for anomalies

The combination of a **Security Level** and a **Role** determines a user's access rights and enables the user to perform necessary tasks within CALPADS.

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USER ACCESS RIGHTS

The combination of a **Security Level** and a **Role** determines a user's access rights and enables the user to perform necessary tasks within CALPADS.

For example a typical LEA User will be created with a Security Level of "LEA" and be assigned user roles based on their local CALPADS responsibilities. If the user is only responsible for submitting the LEA's enrollment data to CALPADS, the user might be assigned the "BatchNoPost" role.

For a user expected to have limited interaction with CALPADS, multiple roles could be assigned such as (e.g. BatchNoPost and Online). However, when a certain access right is intended for a user (e.g., SSID Online), it is not necessary to assign other roles that are encompassed in the broader role, such as Search. If both roles are assigned to the user, CALPADS allows access based on the role with the most functionality.

USER SECURITY ACCOUNTS (cont.)

Access Rights to Multiple schools

An LEA user can have access rights to multiple schools. A school user can have access rights to multiple schools.

There are two options for setting up access to multiples:

- Define the rights within one User Account; however the access rights must be the same for all LEAs
- Define multiple User Accounts for one user

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ADMINISTRATOR ROLE

The creation of users within the application is controlled by the **system administrator role**.

- LEA Administrator
  - Can create LEA level users and school level users
  - Applies for and receives a system Administrator account (which is assigned the LEA Administrator role) and a password from the CDE

Note: LEA CALPADS Administrators who intend to do more than assign access rights (e.g. updating student information, enrollment, and program data) should create a daily account for these non-security related functions.

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ADMINISTRATOR RESPONSIBILITY

- Review Security Report
    1. Log in to CALPADS with an LEA Administrator account
    2. From the Admin Menu, click “User Security”
    3. Click on Security Reports
        1. 13.1 – Security – Roles by User
        2. 13.2 – Security – Users By Role
    4. Review the Account Status column
        1. “Active” means the user can log in and perform functions associated with the current roles assigned.
        2. “Revoked” means the user can no longer log in with that User ID.
        3. Determine whether any user access needs to be revoked
            1. Always remove the Anomaly Contact role before revoking a the user account

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USER ACCOUNT ASSIGNMENTS

Assign user accounts to the individuals who …

- are designated to accomplish the tasks associated with the ongoing preparation, submission, maintenance, and approval of data within CALPADS
- require access to the reports and data CALPADS offers

Assign accounts that allow access appropriate to the individual's responsibility

PASSWORD MANAGEMENT

Password Management

PASSWORD CREATION

Once an account is set up, the user receives an email with a temporary password. It must be changed when the user first signs into CALPADS.

Password Rules:

- Be at least 8 characters and up to 15 characters in length
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one of the following non-alphanumeric characters: ! @ # $ ^ & * - = _ + ?

Password Expiration:

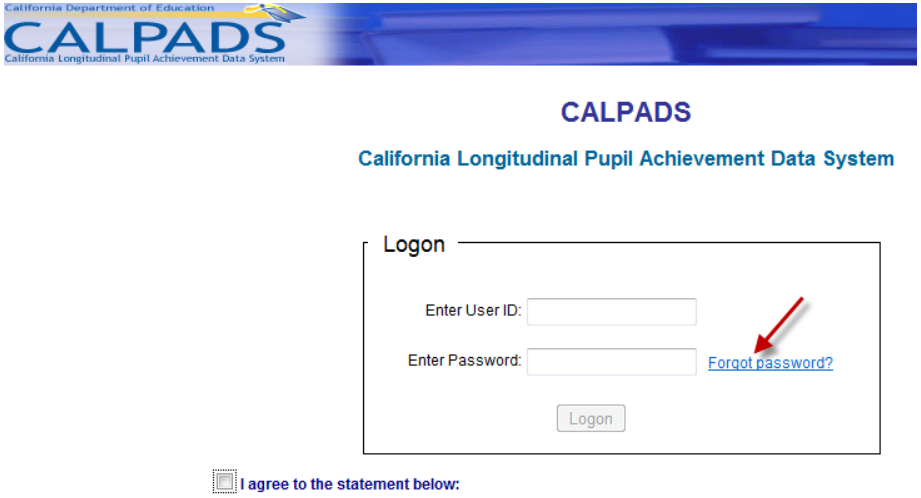
- After 90 days, users are prompted to change passwords, selecting one that has not been used for the last 6 passwords

Password Management

PASSWORD RETRIEVAL

To receive a password from the Forgot Password link on the login page, a user must complete the security questions in the CALPADS User Profile.

Once the account is verified, the user receives an email with a temporary password. It must be changed when the user first signs into CALPADS.



SECURITY MANAGEMENT

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LEA CALPADS ADMINISTRATOR

The creation of users within the application is controlled by the LEA Administrator role.

LEA CALPADS Administrators can create LEA level users and school level users

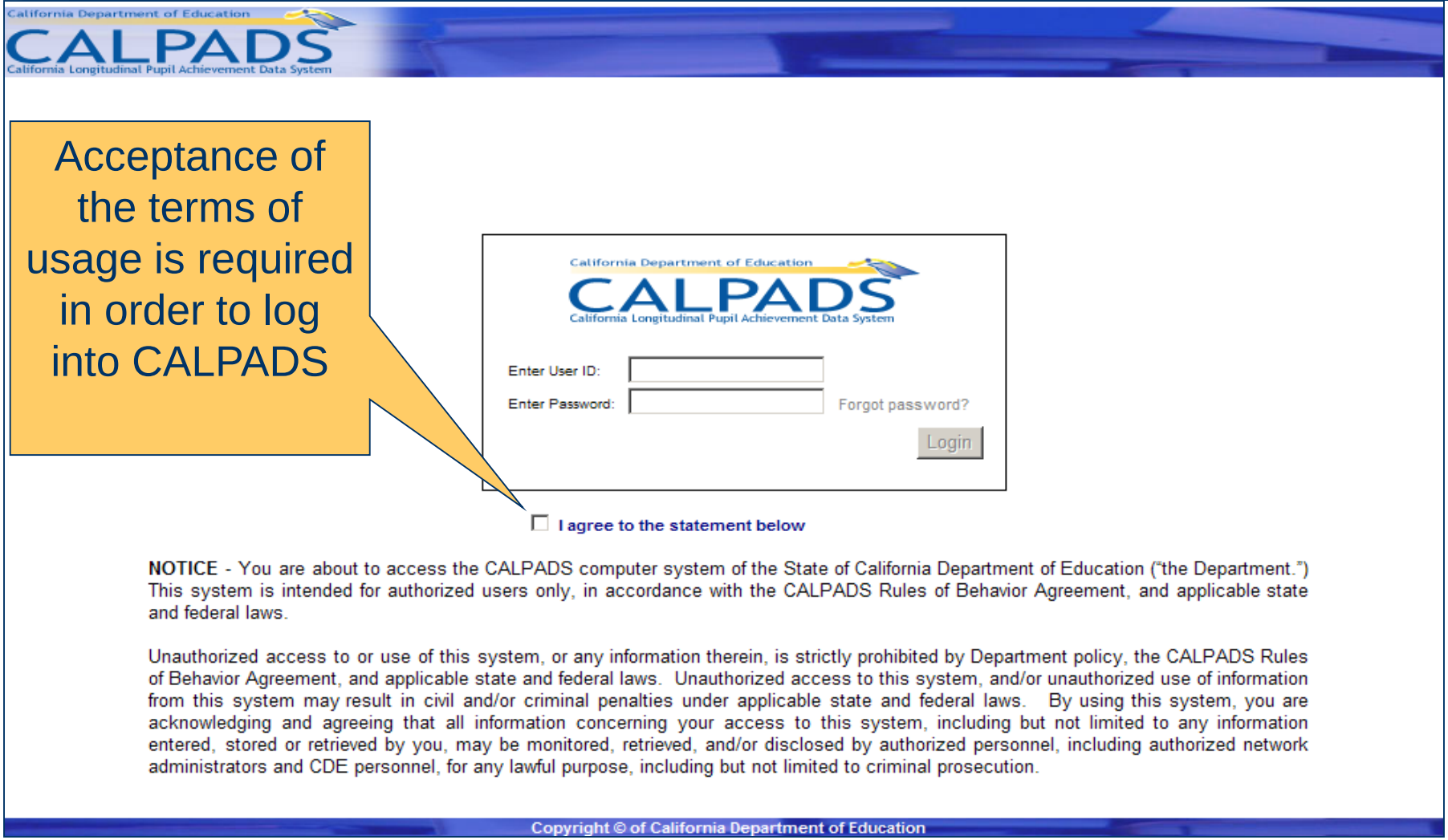
The **CALPADS Administrator for the LEA** applies for and receives an Administrator account from the CDE. This account allows access to CALPADS security for granting access rights.

Note: LEA CALPADS Administrators who intend to do more than assign access rights (e.g. updating student information, enrollment, and program data) should create a separate local user account for themselves with roles that will allow the accomplishment of these non-security related functions.

SECURITY MANAGEMENT DEMONSTRATION

Overview

Acceptance of the terms of usage is required in order to log into CALPADS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CALPADS
California Longitudinal Pupil Achievement Data System
Enter User ID:
Enter Password:
Forgot password?
Login
I agree to the statement below
NOTICE - You are about to access the CALPADS computer system of the State of California Department of Education ("the Department.") This system is intended for authorized users only, in accordance with the CALPADS Rules of Behavior Agreement, and applicable state and federal laws.
Unauthorized access to or use of this system, or any information therein, is strictly prohibited by Department policy, the CALPADS Rules of Behavior Agreement, and applicable state and federal laws. Unauthorized access to this system, and/or unauthorized use of information from this system may result in civil and/or criminal penalties under applicable state and federal laws. By using this system, you are acknowledging and agreeing that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel, for any lawful purpose, including but not limited to criminal prosecution.
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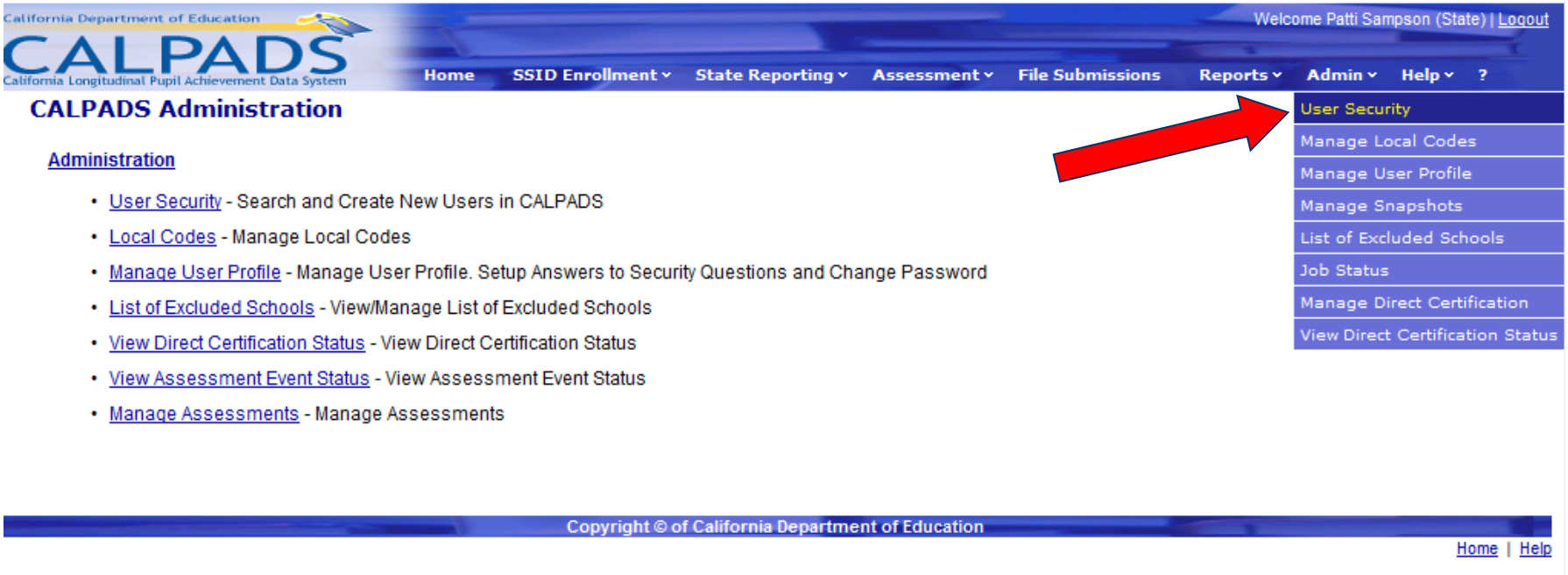
CALPADS security begins at login. A User ID and Password are required to gain access…

User Account Management

CREATE NEW USER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List of Excluded Schools
Job Status
Manage Direct Certification
View Direct Certification Status
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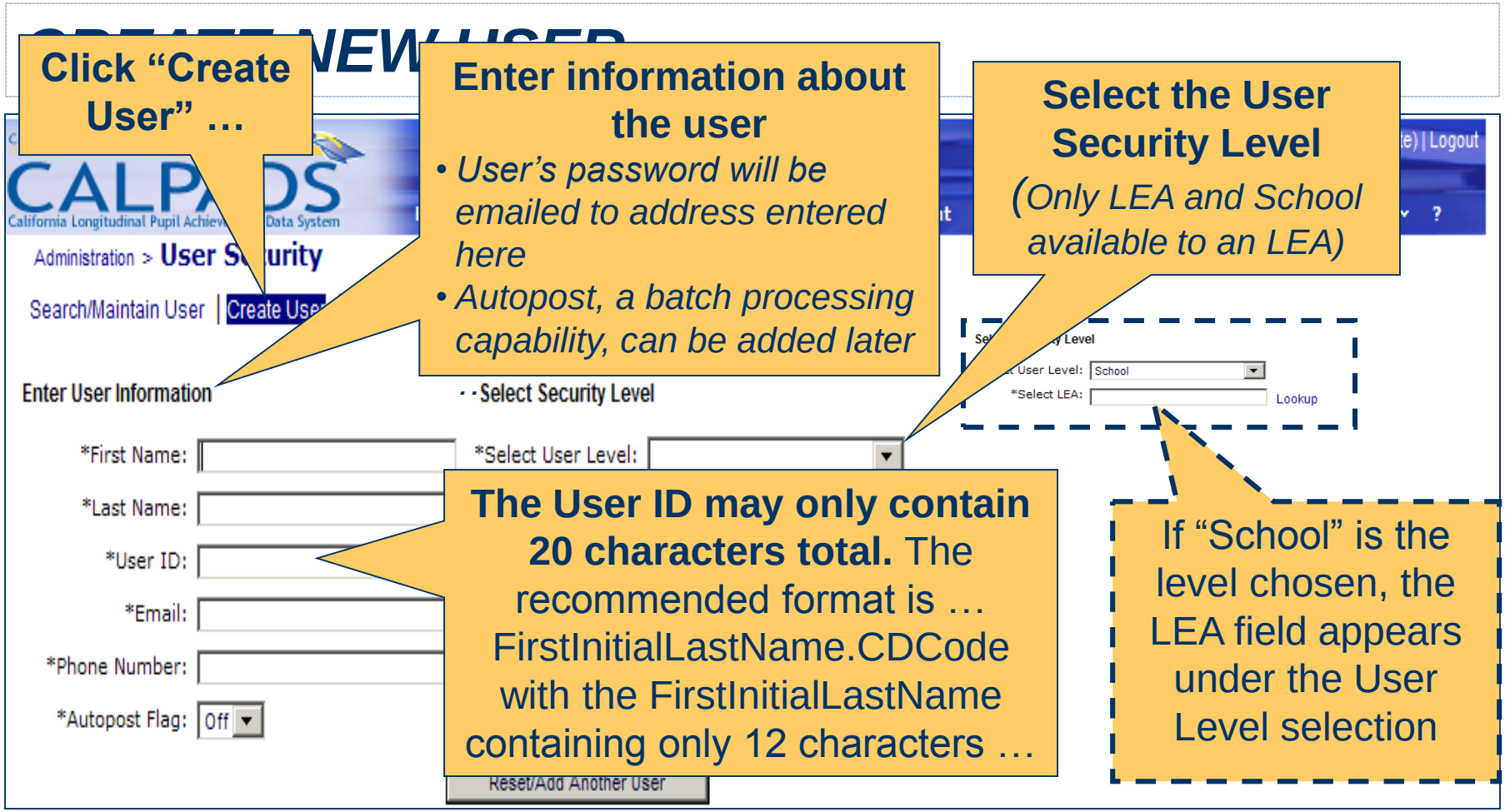
New user accounts are created on the User Security screen, accessed from the Administration menu

User Account Management


Click "Create User" …
Enter information about the user
• User's password will be emailed to address entered here
• Autopost, a batch processing capability, can be added later
Select the User Security Level
(Only LEA and School available to an LEA)
Administration > User Security
Search/Maintain User | Create User
Enter User Information
Select Security Level
*First Name:
*Last Name:
*User ID:
*Email:
*Phone Number:
*Autopost Flag: Off
*Select User Level:
*Select LEA:
Lookup
Reset/Add Another User
The User ID may only contain 20 characters total. The recommended format is … FirstInitialLastName.CDCode with the FirstInitialLastName containing only 12 characters …
If "School" is the level chosen, the LEA field appears under the User Level selection

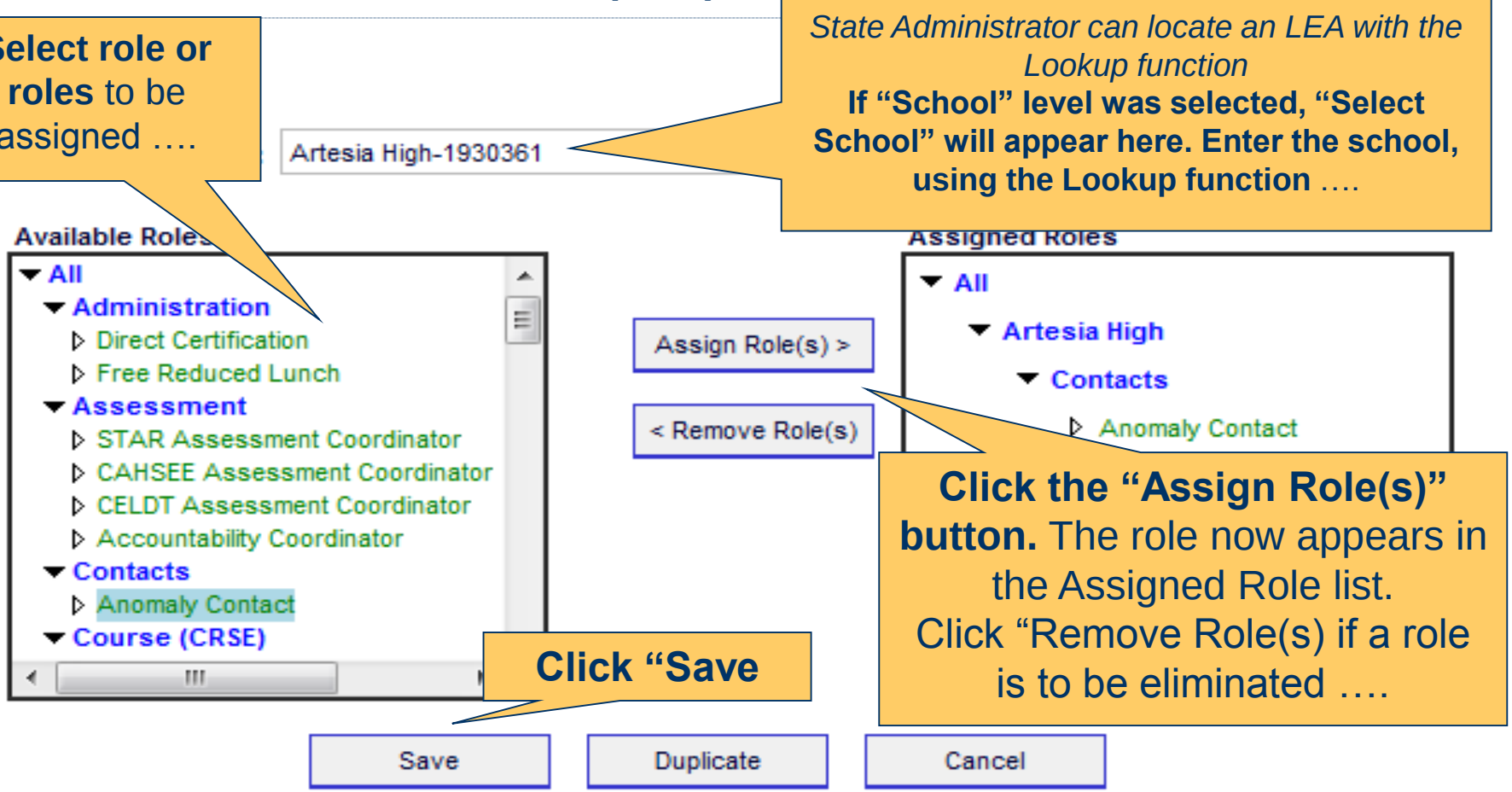
Enter the user's information and Security Level ….

User Account Management

CREATE NEW USER (cont)

Select role or roles to be assigned ….

If "LEA" Level was selected above, the LEA of the LEA Administrator is defaulted. *A State Administrator can locate an LEA with the Lookup function*
If "School" level was selected, "Select School" will appear here. Enter the school, using the Lookup function ….



Click the "Assign Role(s)" button. The role now appears in the Assigned Role list.
Click "Remove Role(s) if a role is to be eliminated ….

Click "Save

The Roles pane appears when the Security Level is selected ….

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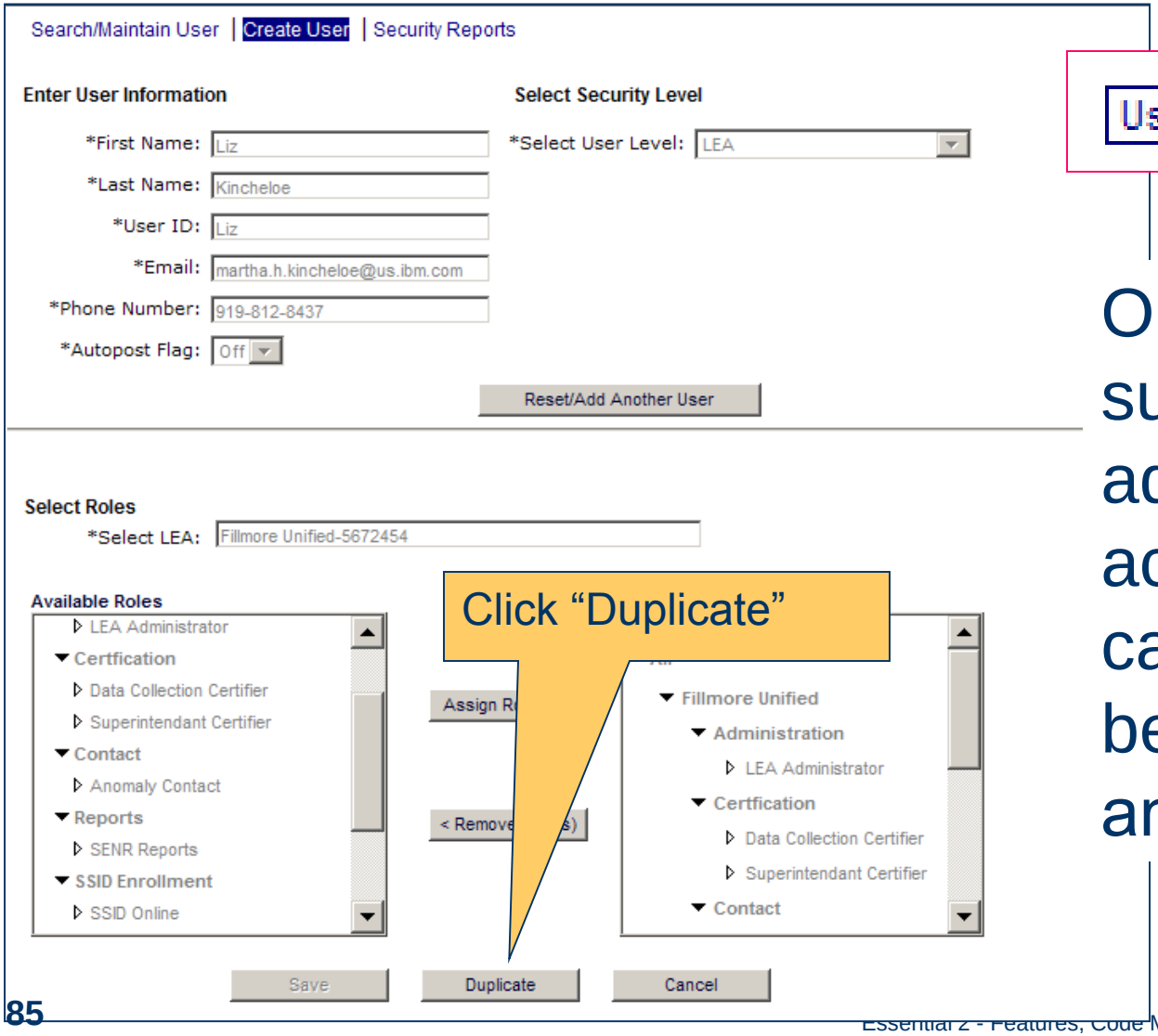
DUPLICATE A USER'S ROLES



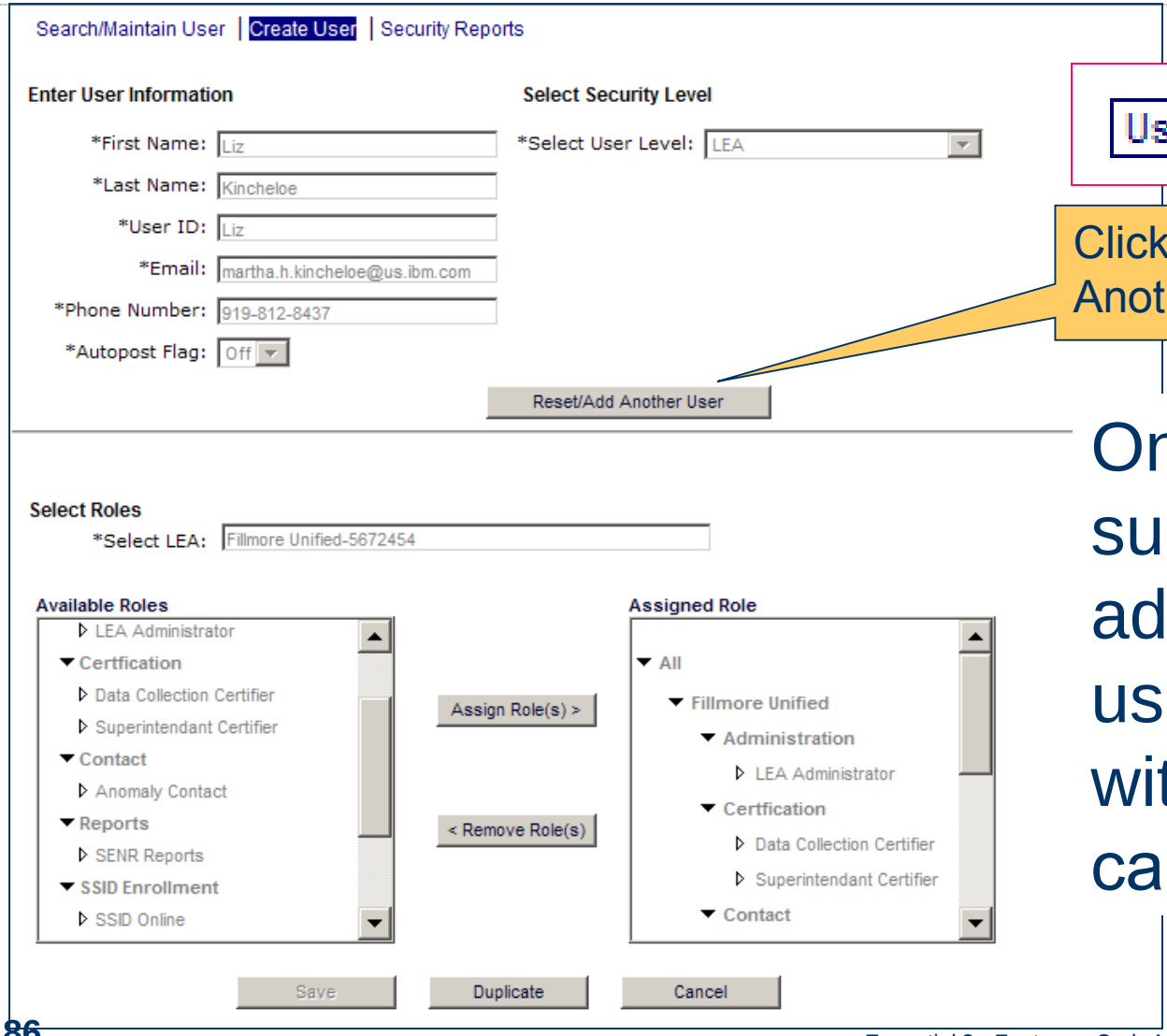
Click "Duplicate"

User successfully added.

Once a user is successfully added, the same account capabilities can be duplicated for another user ….

User Account Management

CREATE ANOTHER USER



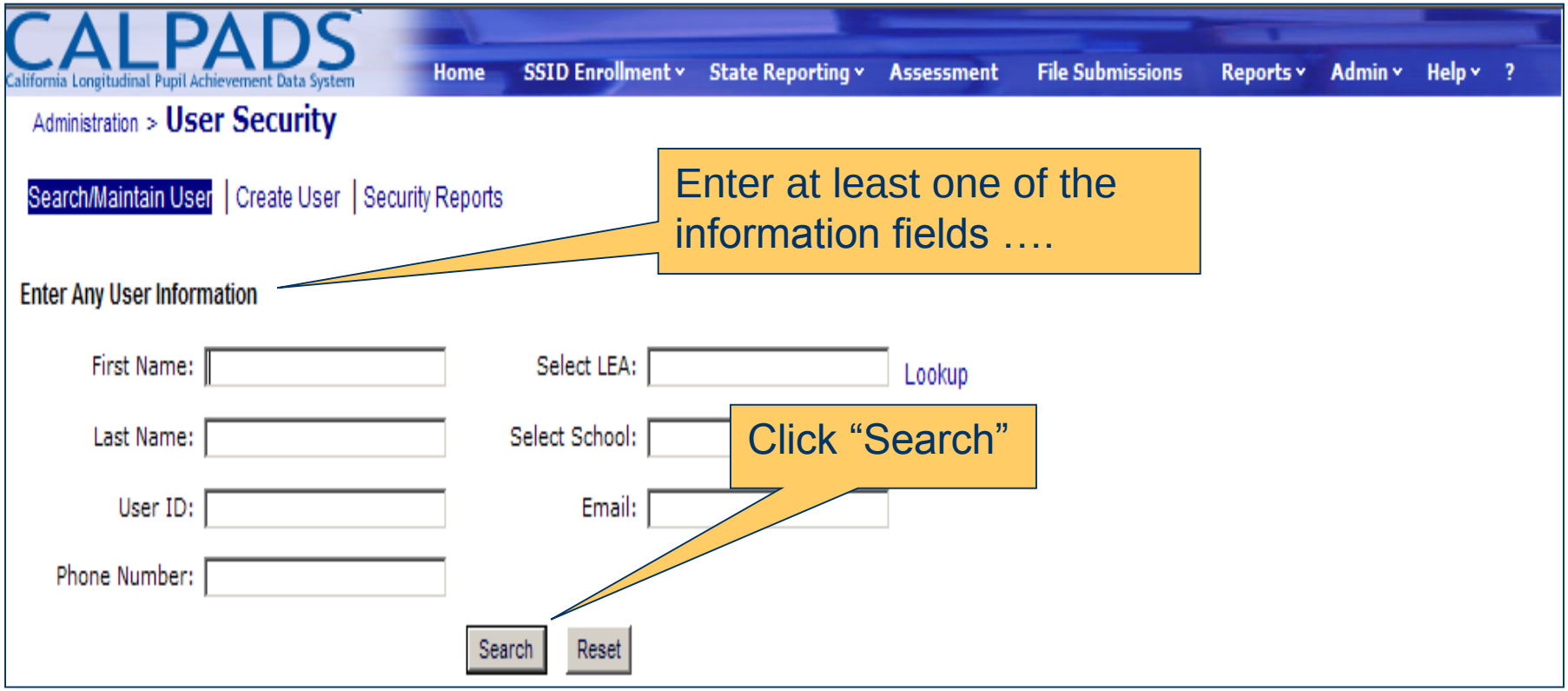
User successfully added.

Click “Reset/Add Another User”

Once a user is successfully added, another user can be set up with different capabilities also …

User Account Management

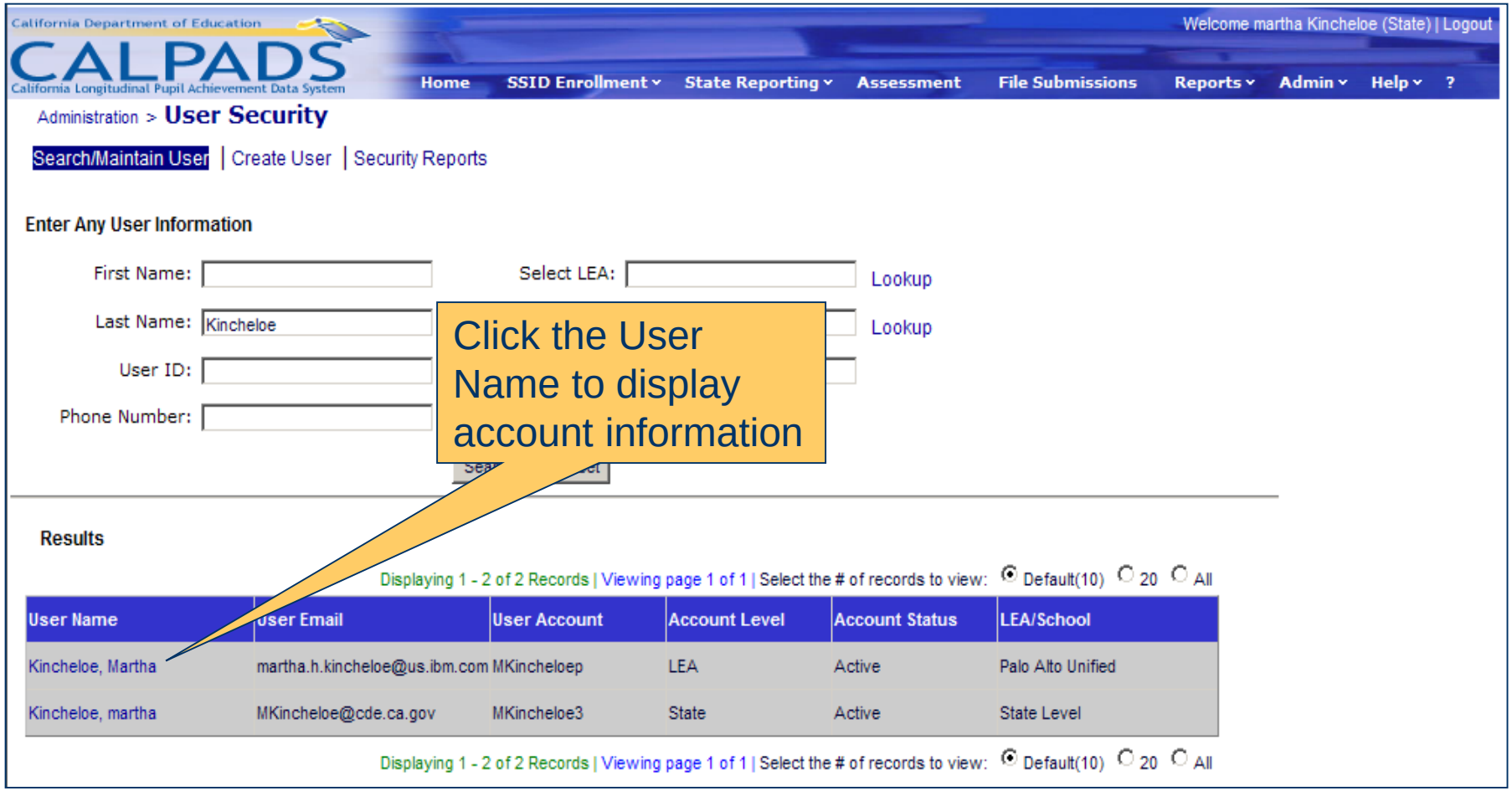
SEARCH/MAINTAIN EXISTING USER



Enter any user information including an * (wildcard) to locate all accounts for a user….

User Account Management

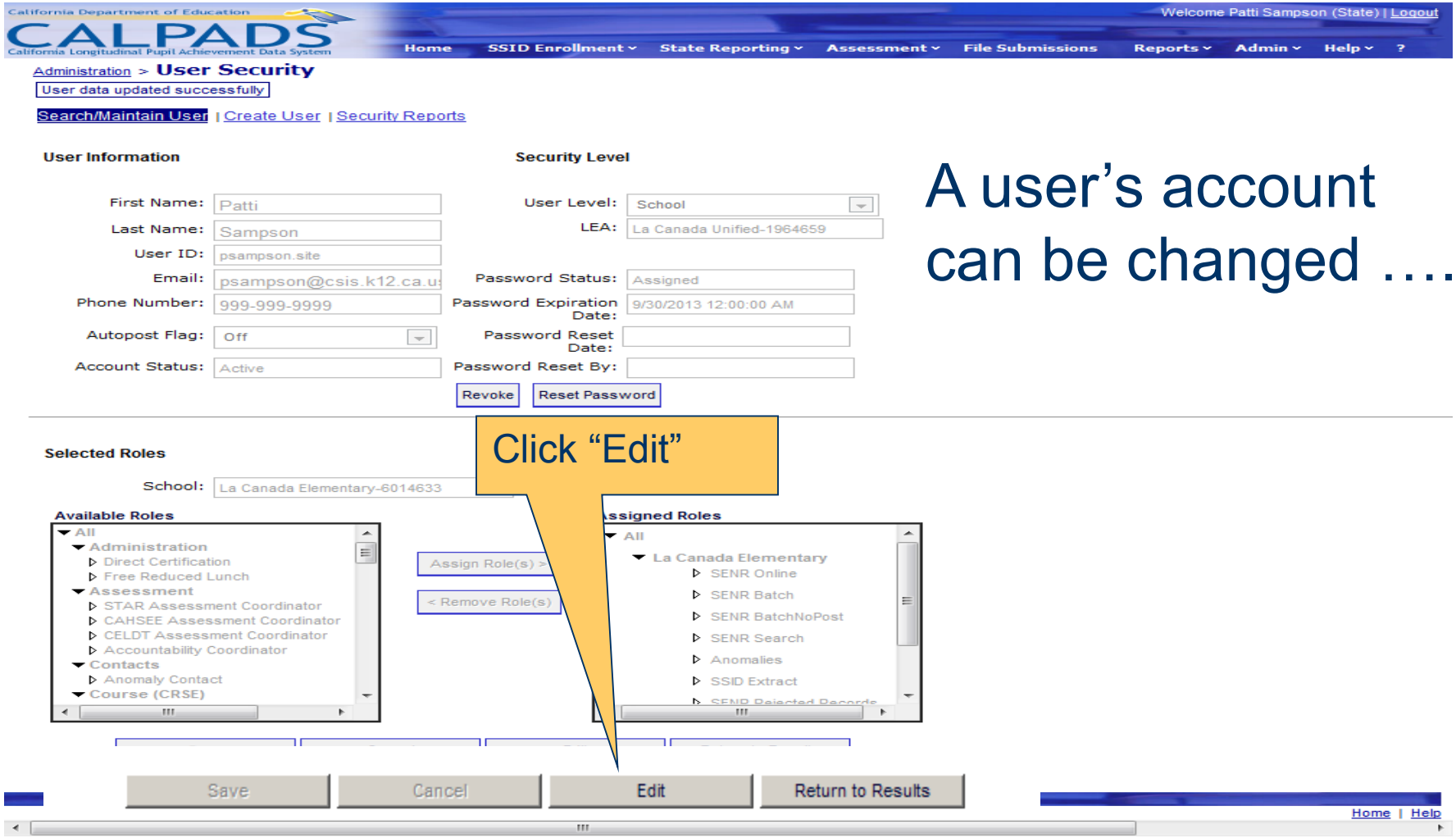
SEARCH/MAINTAIN EXISTING USER (cont)



Each of the user's accounts is listed ….

User Account Management

SEARCH/MAINTAIN EXISTING USER (cont)



A user's account can be changed ….

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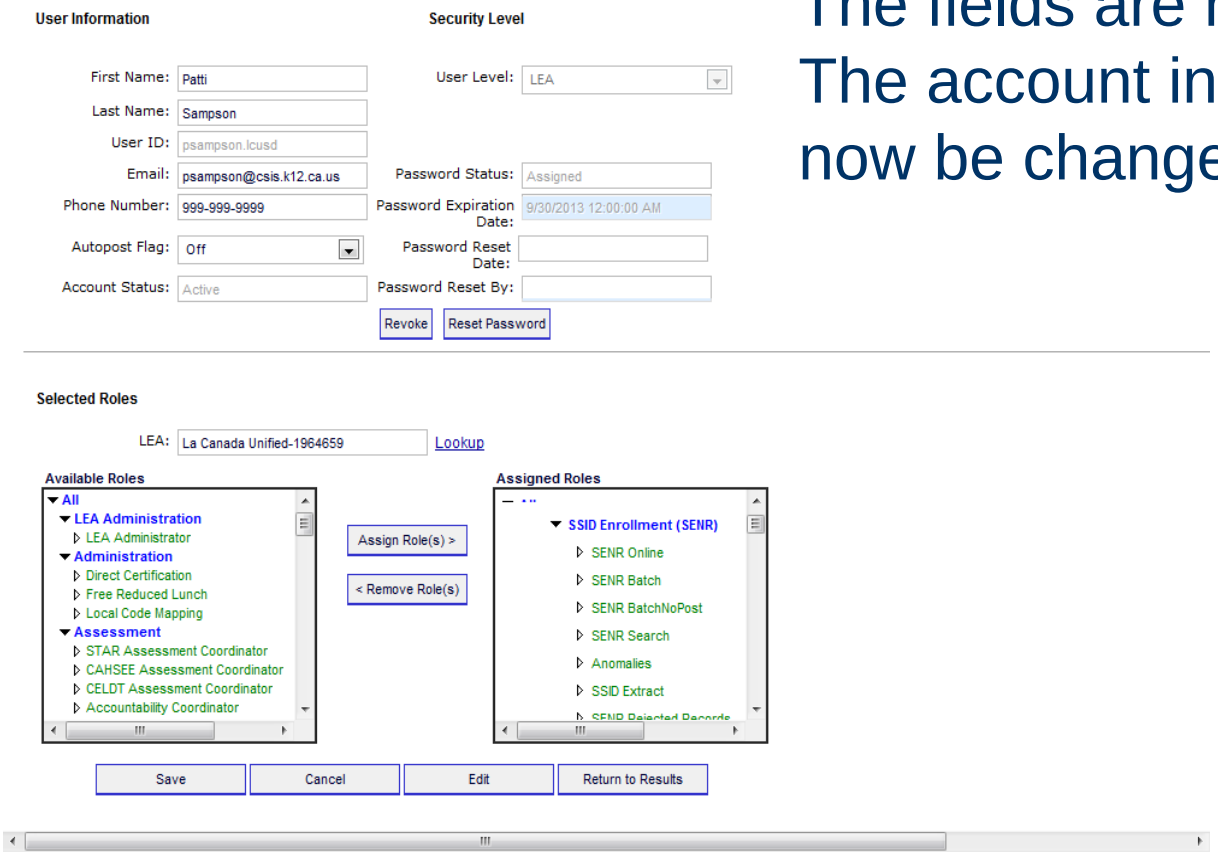
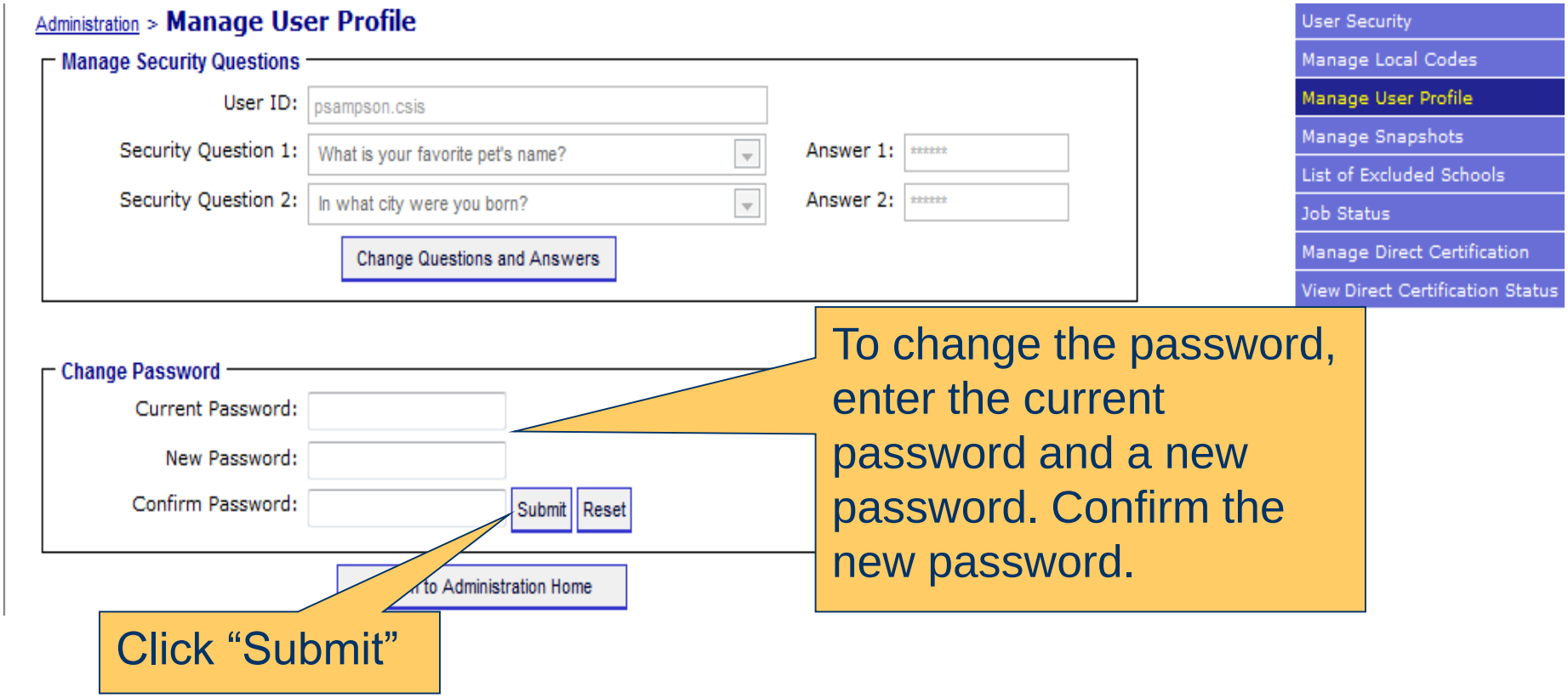
SEARCH/MAINTAIN EXISTING USER *(cont.)*



The fields are no longer grey. The account information can now be changed.

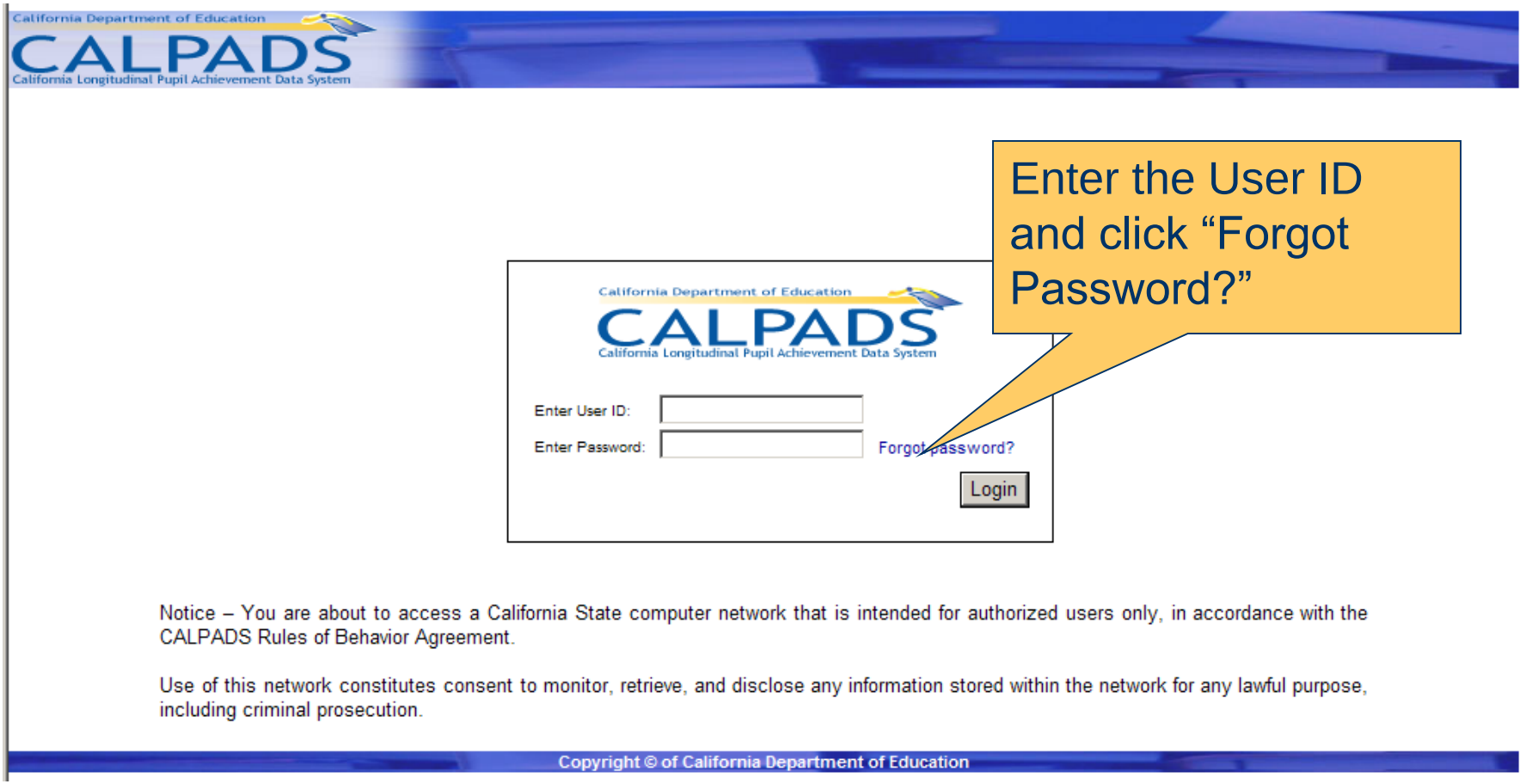
Password Management

CHANGE PASSWORD (cont)



Password Management

RETRIEVE PASSWORD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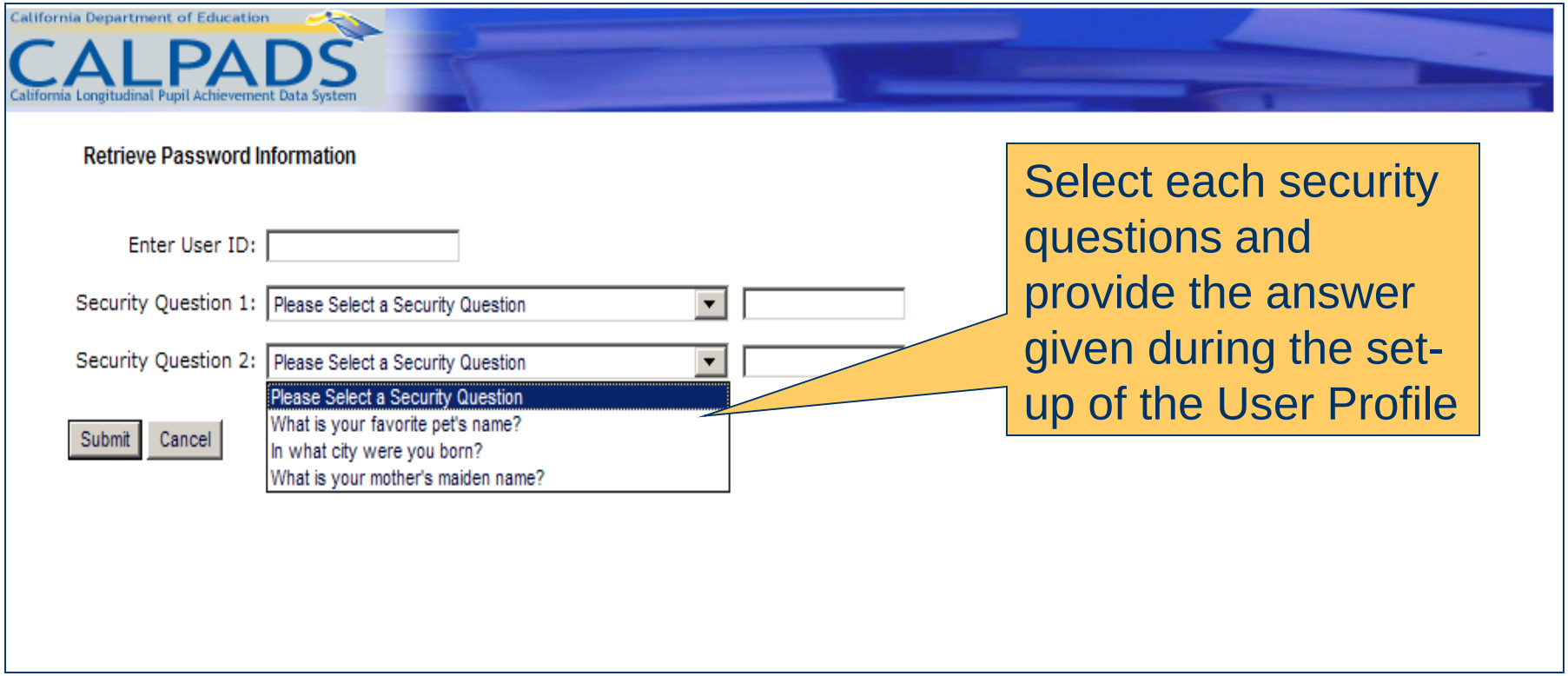
California Longitudinal Pupil Achievement Data System
Enter the User ID and click “Forgot Password?”
California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System
Enter User ID:
Enter Password:
Forgot password?
Login
Notice – You are about to access a California State computer network that is intended for authorized users only, in accordance with the CALPADS Rules of Behavior Agreement.
Use of this network constitutes consent to monitor, retrieve, and disclose any information stored within the network for any lawful purpose, including criminal prosecution.
Copyright © of California Department of Education

A forgotten password can be retrieved …

RETRIEVE PASSWORD (cont.)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California Longitudinal Pupil Achievement Data System
Retrieve Password Information
Enter User ID:
Security Question 1:
Please Select a Security Question
Security Question 2:
Please Select a Security Question
Please Select a Security Question
What is your favorite pet's name?
In what city were you born?
What is your mother's maiden name?
Submit
Cancel
Select each security questions and provide the answer given during the set-up of the User Profile

Once security questions are answered correctly, a temporary password is emailed to the user …

Password Management

SET UP USER PROFILE

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User Security
Manage Local Codes
Manage User Profile
Manage Snapshots
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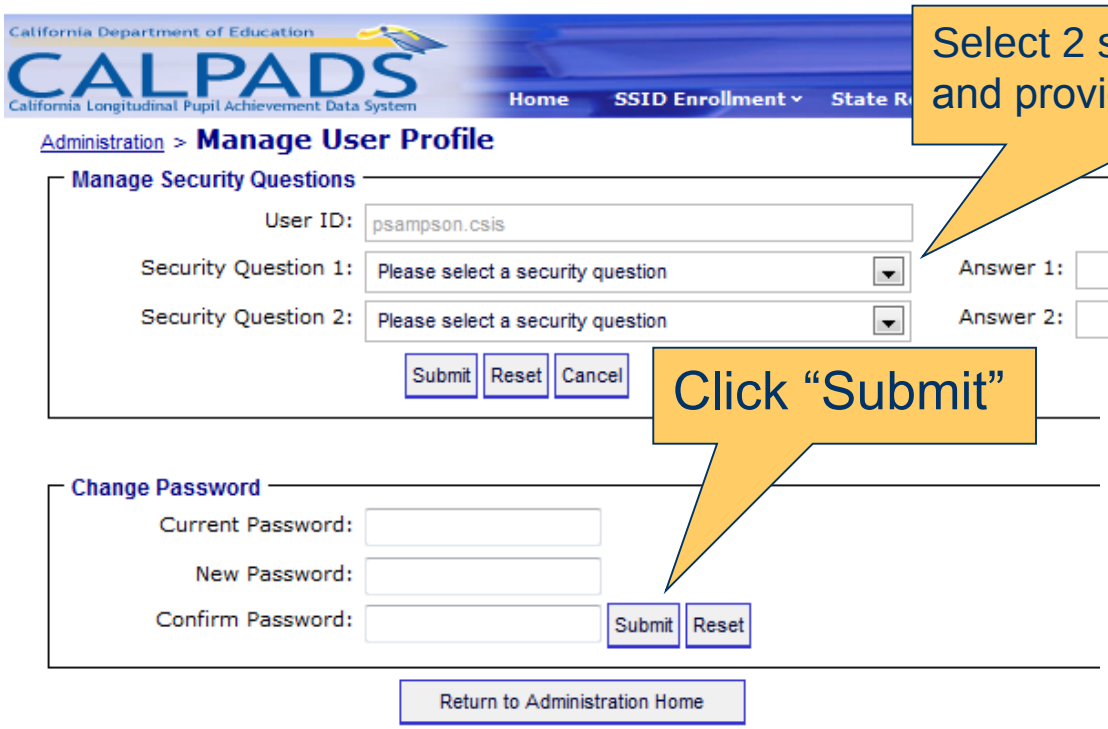
Job Status
Manage Direct Certification
View Direct Certification Status
Select "Manage User Profile"

Security questions are set up when the initial user account is defined …

Password Management

SET UP USER PROFILE (cont.)



Select 2 security questions and provide answers …

Click "Submit"

The User Profile function provides for setting up security questions which are used when a password is retrieved …

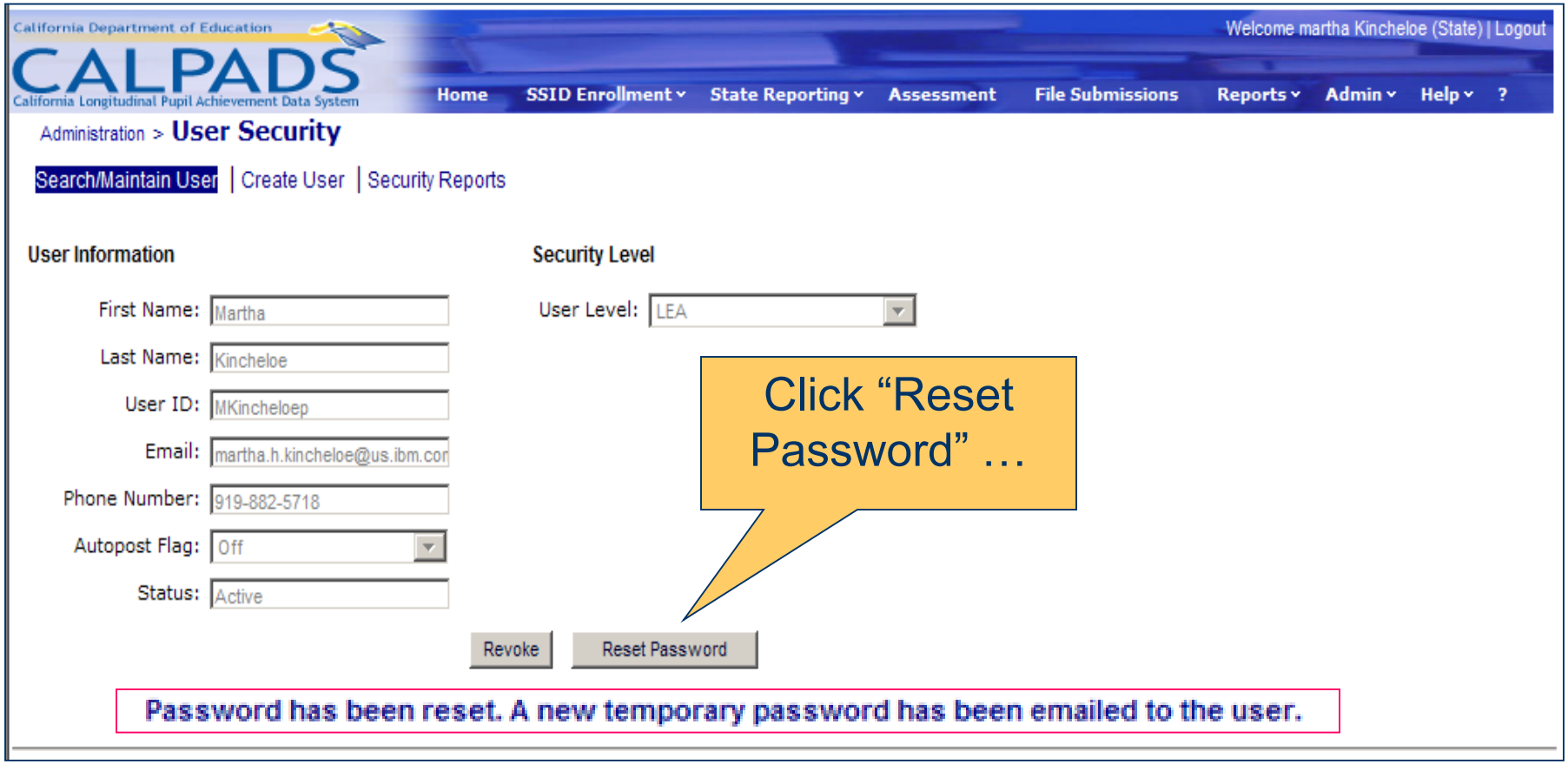
Password Management

RESET PASSWORD

A user's password can be reset through User Security by the LEA Administrator

Password Management

RESET PASSWORD (cont.)



Search for the user …

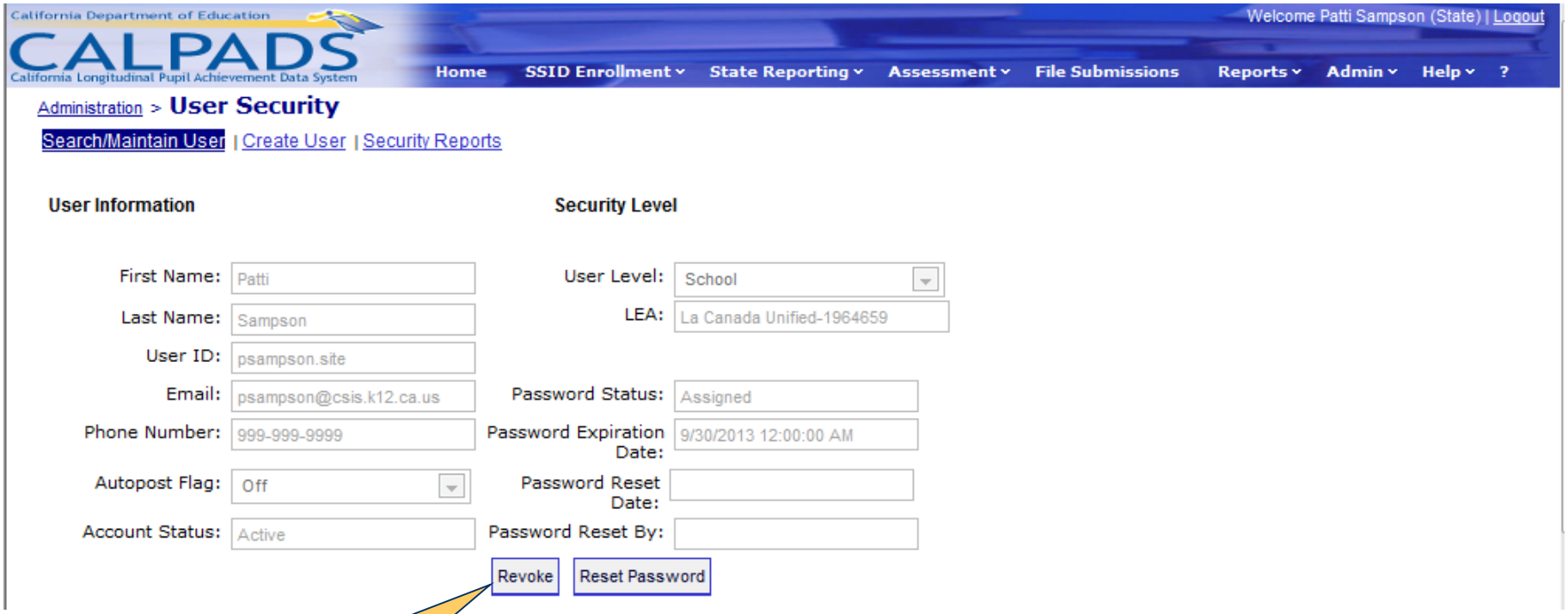
Password Management

REVOKE ACCOUNT

A user's account can be revoked through User Security by LEA Administrator

Password Management

REVOKE ACCOUNT (cont.)



Click “Revoke” …

Search for the user’s account ….

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Local Code Mapping

Essential 2c

Contents

This course includes the following:

- Overview of Code Mapping
- Add New Code Mapping
- Maintain Existing Code Mapping
- Summary

OVERVIEW OF CODE MAPPING

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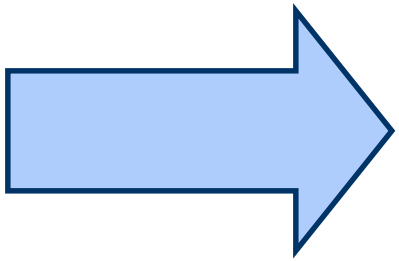
California Longitudinal Pupil Achievement Data System

PURPOSE OF CODE MAPPING

Define which local codes correspond each to CALPADS code so the school can submit local codes

School's local code for Kindergarten



CALPADS code for Kindergarten

* Code mapping is only necessary for local codes that differ from CALPADS codes

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RESPONSIBILITY FOR CODE MAPPING

It is the responsibility for the LEA Administrator to manage the mapping of local codes; however the task can be performed by a designee who has been assigned the security role that allows access to the "Manage Local Codes" functionality.

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BENEFITS OF CODE MAPPING

Code mapping can

- Simplify the data submission process
- Save time
- Minimize the potential for error in submitting data that is not stored in the local SIS

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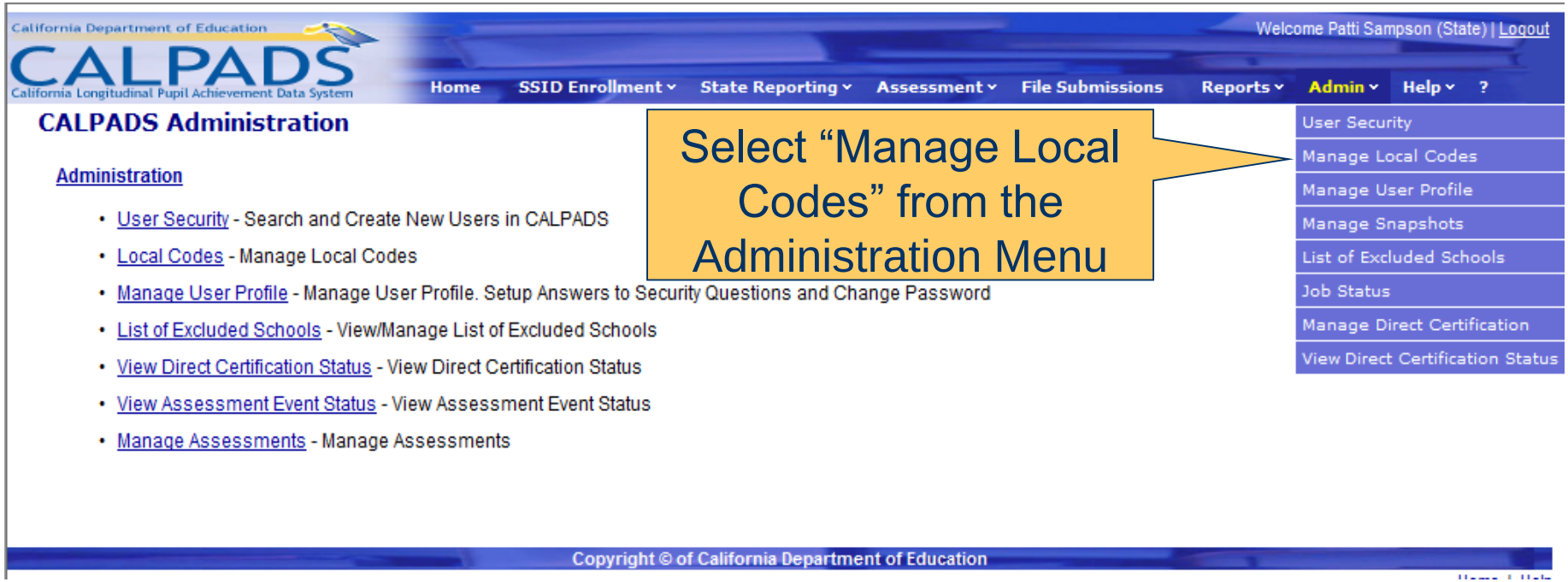
CODES THAT CAN BE MAPPED

Code Sets	
Career Technical Education Pathway	Non Classroom Based or Support Assignment
Course Group State	Race Category
Disability Category	School Completion Status
Education Program	State/Province
Enrollment Status	Student Exit Category
Grade Level	Student Offense
Language	Weapon Category

ADD NEW CODE MAPPING

Accessing Code Mapping

LOCATE "MANAGE LOCAL CODES"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Manage User Profile - Manage User Profile. Setup Answers to Security Questions and Change Password
List of Excluded Schools - View/Manage List of Excluded Schools
View Direct Certification Status - View Direct Certification Status
View Assessment Event Status - View Assessment Event Status
Manage Assessments - Manage Assessments
Select "Manage Local Codes" from the Administration Menu
User Security
Manage Local Codes
Manage User Profile
Manage Snapshots
List of Excluded Schools
Job Status
Manage Direct Certification
View Direct Certification Status
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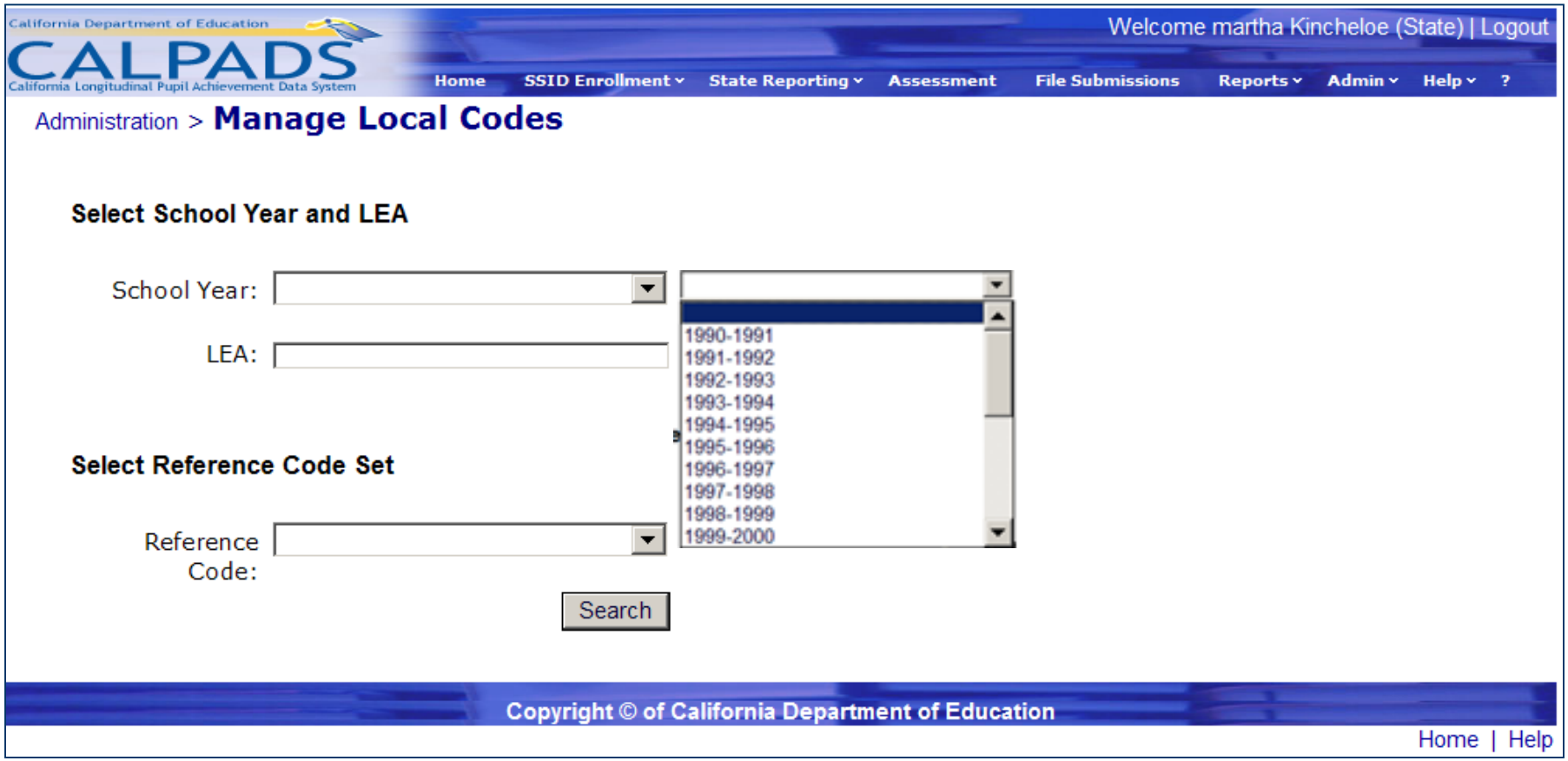
Local code mapping is an administrative function available from the Administration menu

Add New Code Mapping

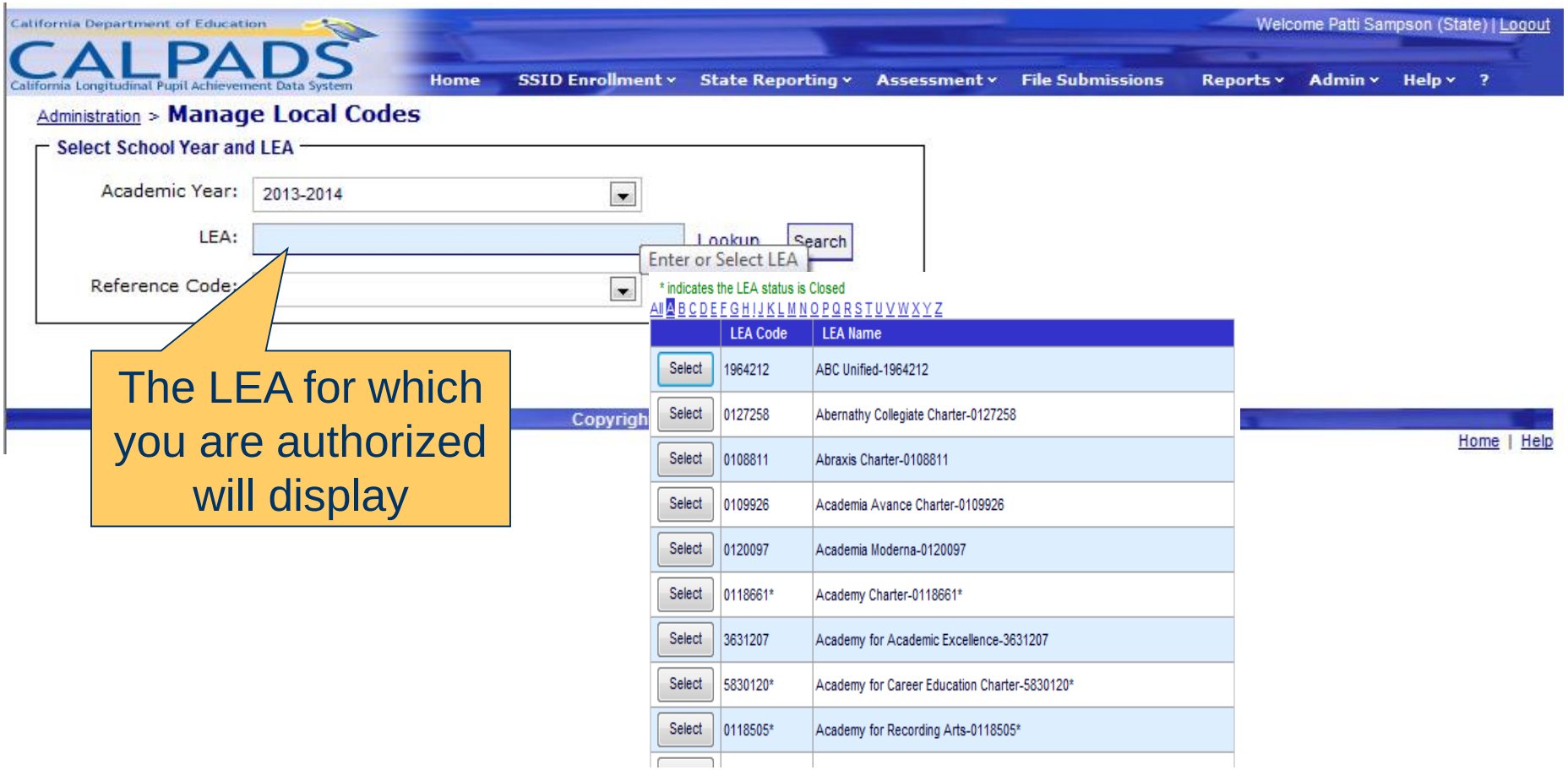
IDENTIFY CODE SET TO MAP



Code sets are stored by School Year

Add New Code Mapping

IDENTIFY CODE SET TO MAP (cont)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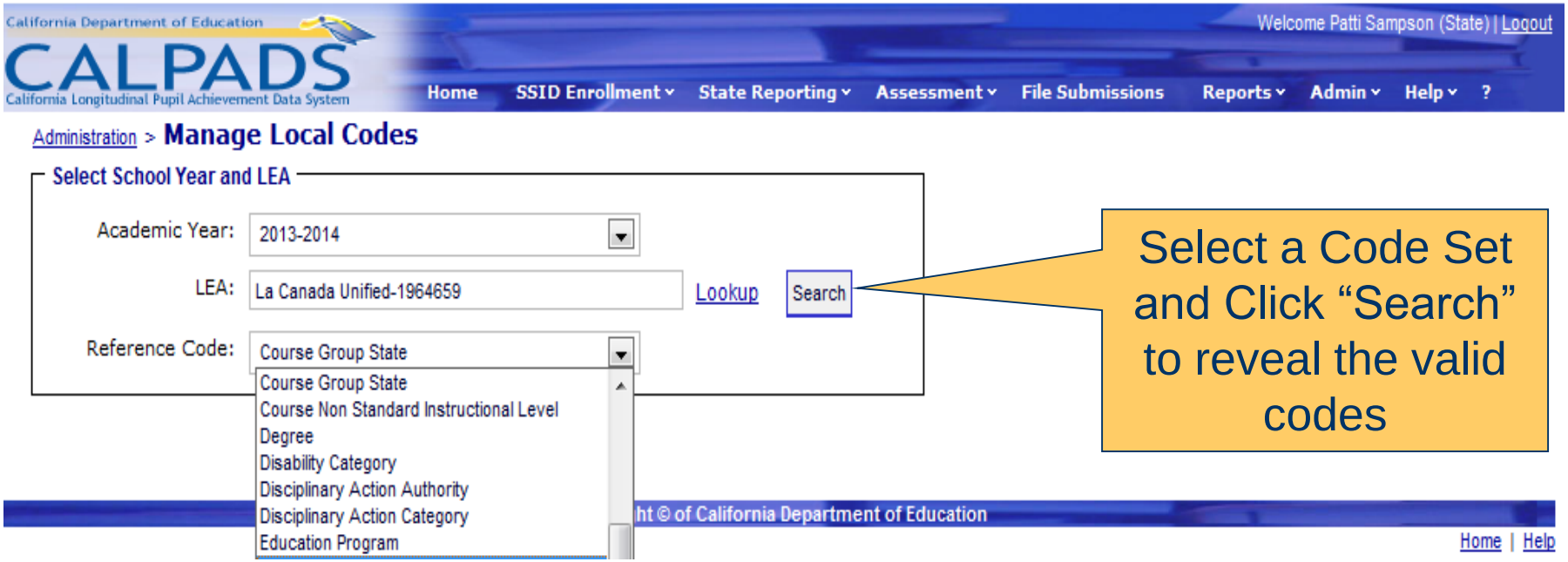
?
Administration > Manage Local Codes
Select School Year and LEA
Academic Year: 2013-2014
LEA:
Lookup
Search
Reference Code:
Enter or Select LEA
* indicates the LEA status is Closed
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
LEA Code
LEA Name
Select 1964212 ABC Unified-1964212
Select 0127258 Abernathy Collegiate Charter-0127258
Select 0108811 Abraxis Charter-0108811
Select 0109926 Academia Avance Charter-0109926
Select 0120097 Academia Moderna-0120097
Select 0118661* Academy Charter-0118661*
Select 3631207 Academy for Academic Excellence-3631207
Select 5830120* Academy for Career Education Charter-5830120*
Select 0118505* Academy for Recording Arts-0118505*
Copyrigh
Home | Help
The LEA for which you are authorized will display

Code sets are stored by LEA

Add New Code Mapping

IDENTIFY CODE SET TO MAP (cont.)

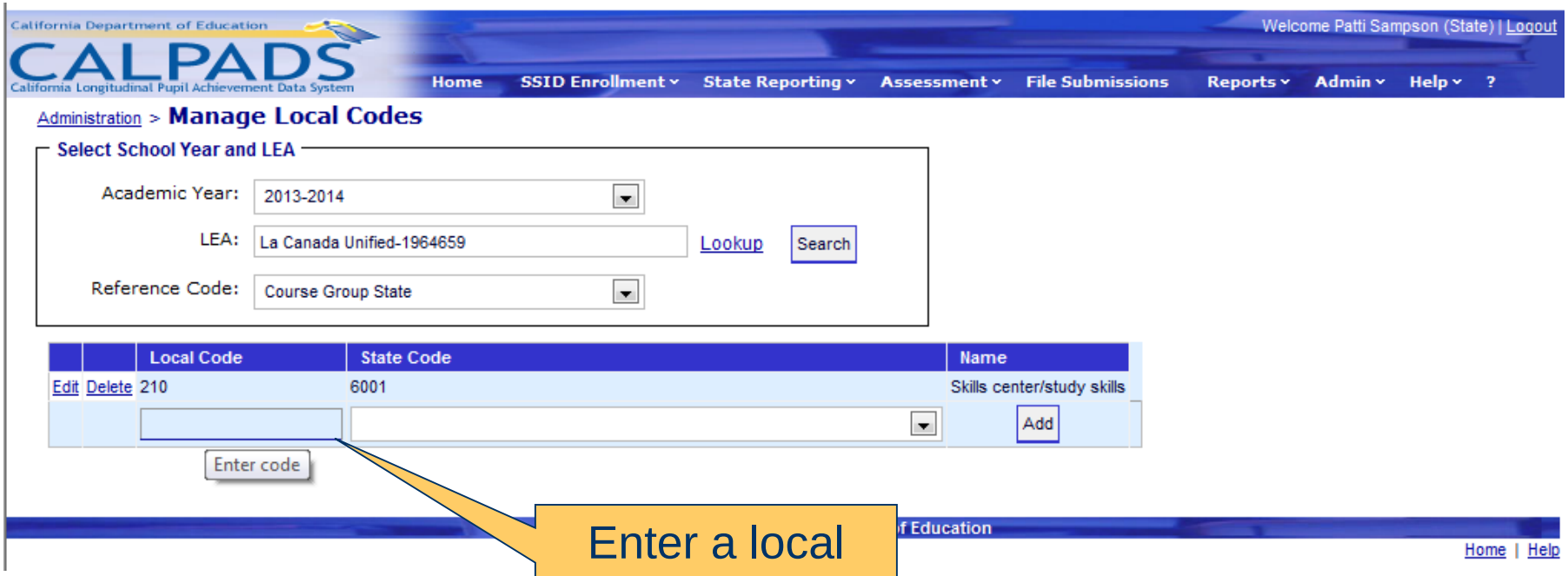


Select a Code Set and Click "Search" to reveal the valid codes

Sets of reference codes are defined by CDE for CALPADS to ensure consistency of reporting …

Add New Code Mapping

MAP TO STATE CODE

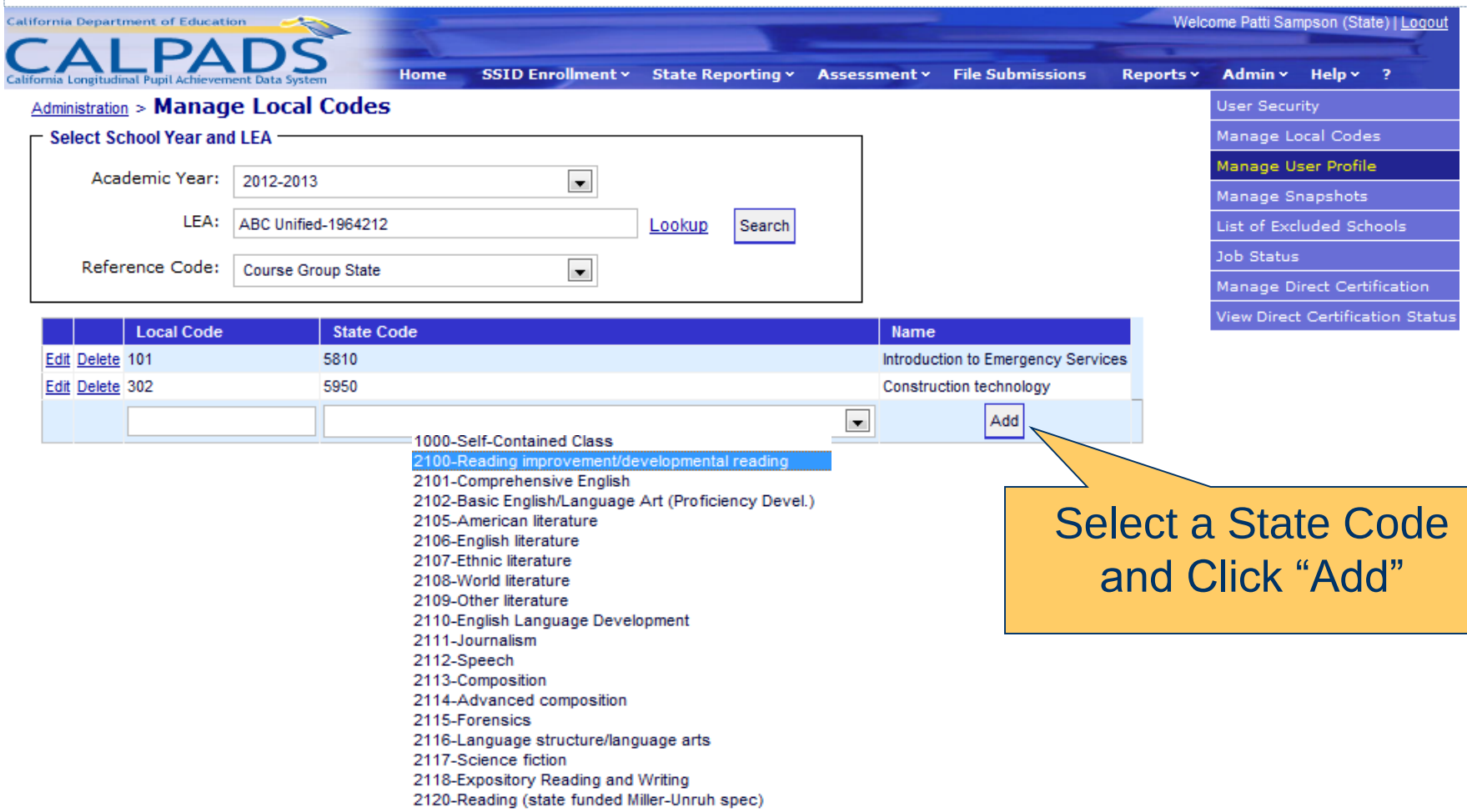


Enter a local code

Each Local Code is associated with a State Code …

Add New Code Mapping

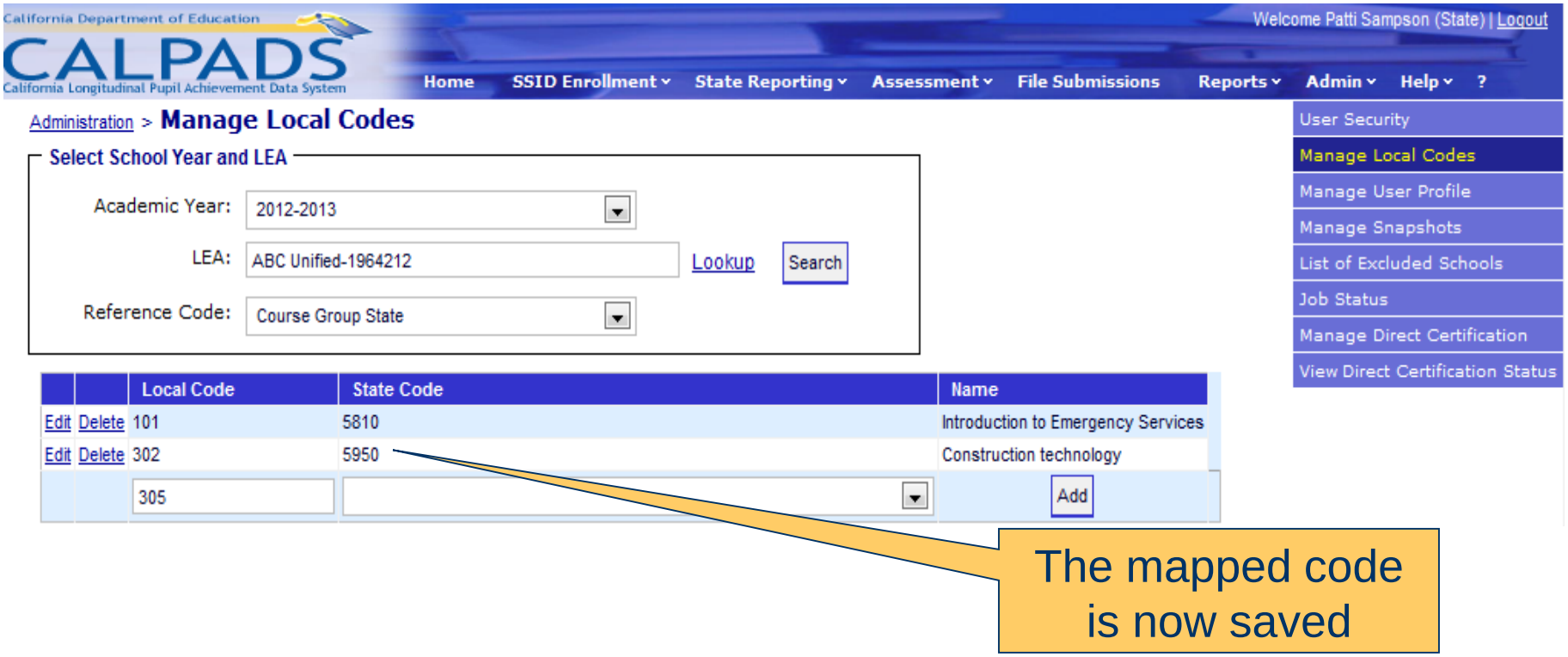
MAP TO STATE CODE (cont)



Only the values defined for the Code Set can be entered …

Add New Code Mapping

MAP TO STATE CODE (cont.)

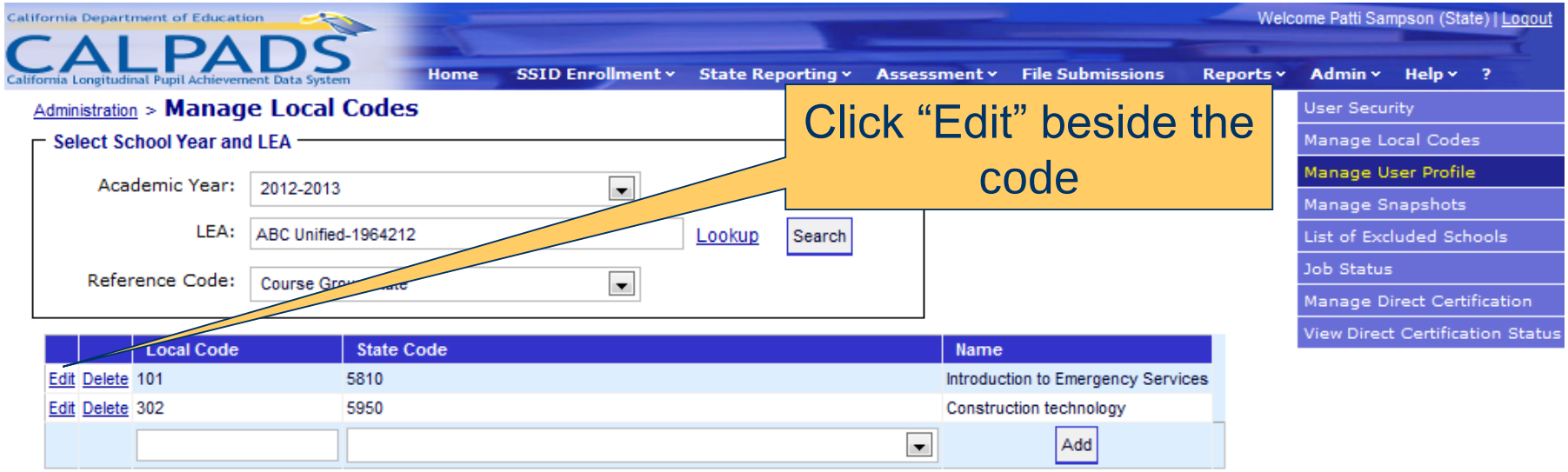


The mapping is added for the Academic Year selected …

MAINTAIN EXISTING CODE MAPPING

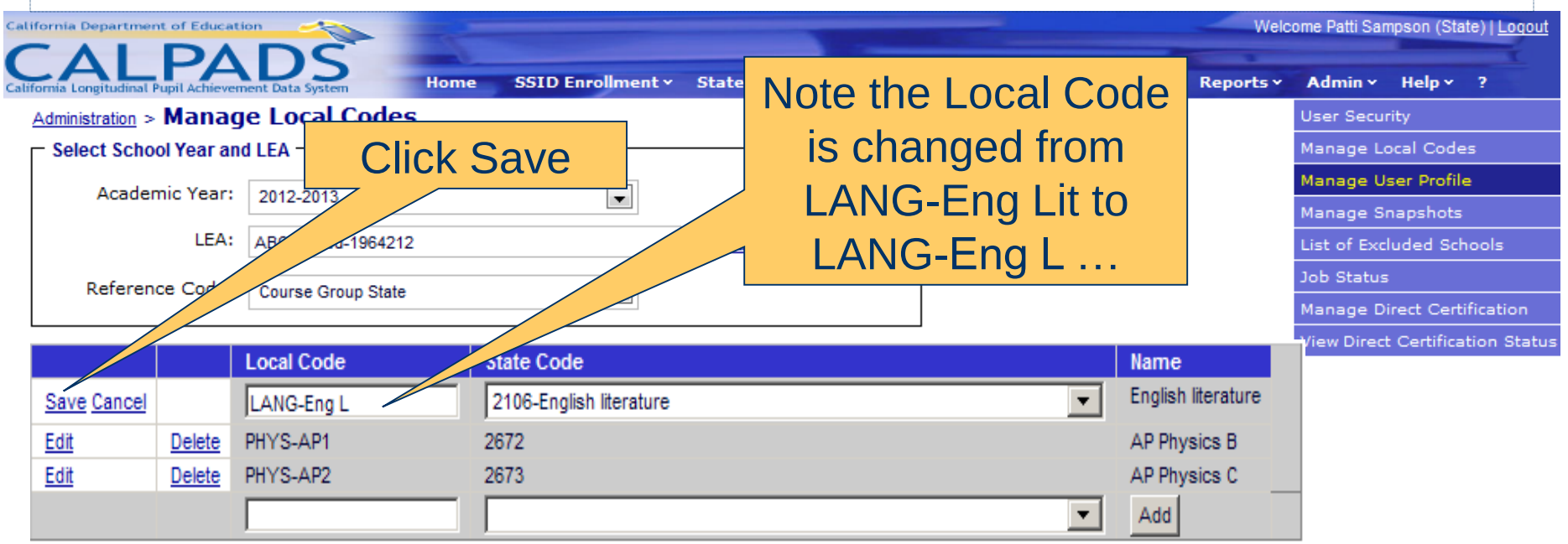
Maintain Existing Code Mapping

EDIT A LOCATE CODE MAPPING



Access "Manage Local Codes" and select the code to edit …

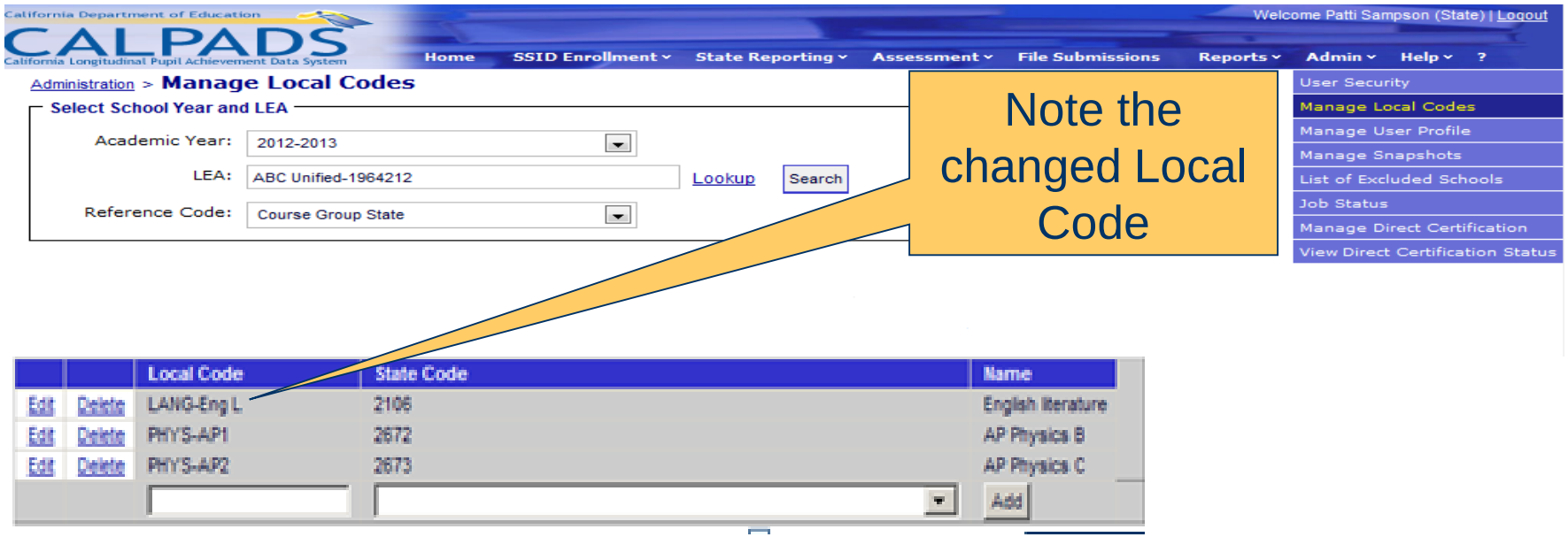
EDIT A LOCATE CODE MAPPING *(cont)*



Change either the Local Code or State Code or both …

Maintain Existing Code Mapping

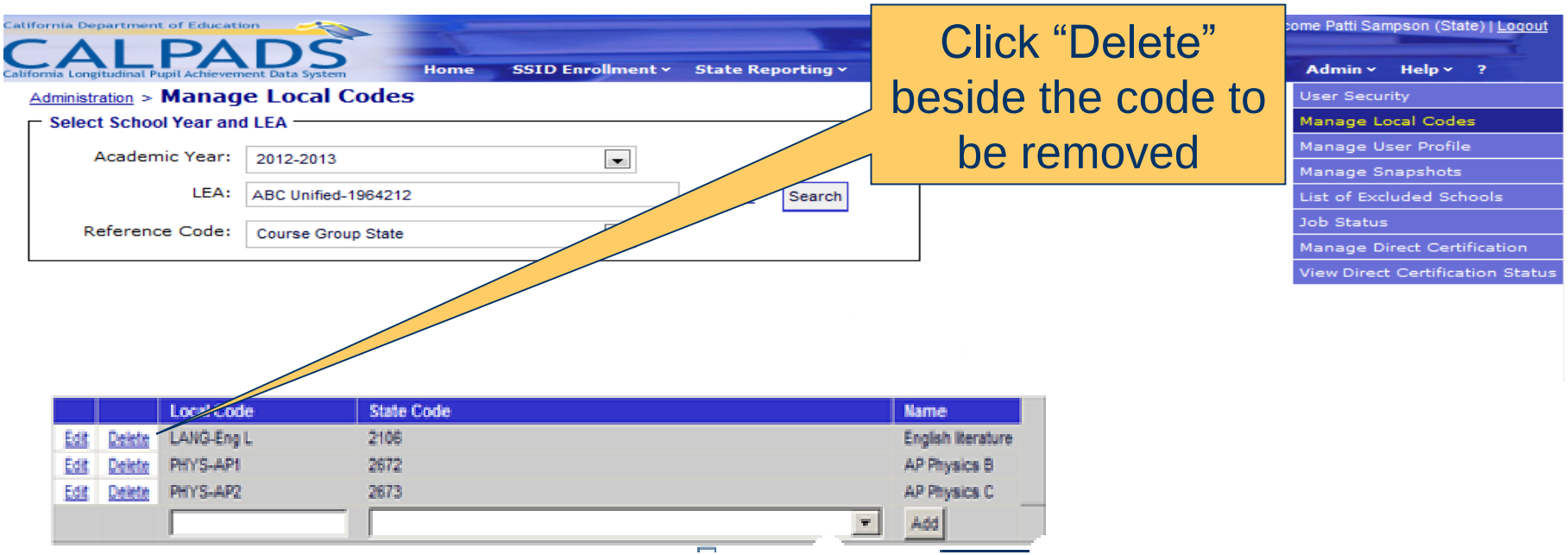
EDIT A LOCATE CODE MAPPING (cont.)



The code is saved …

Maintain Existing Code Mapping

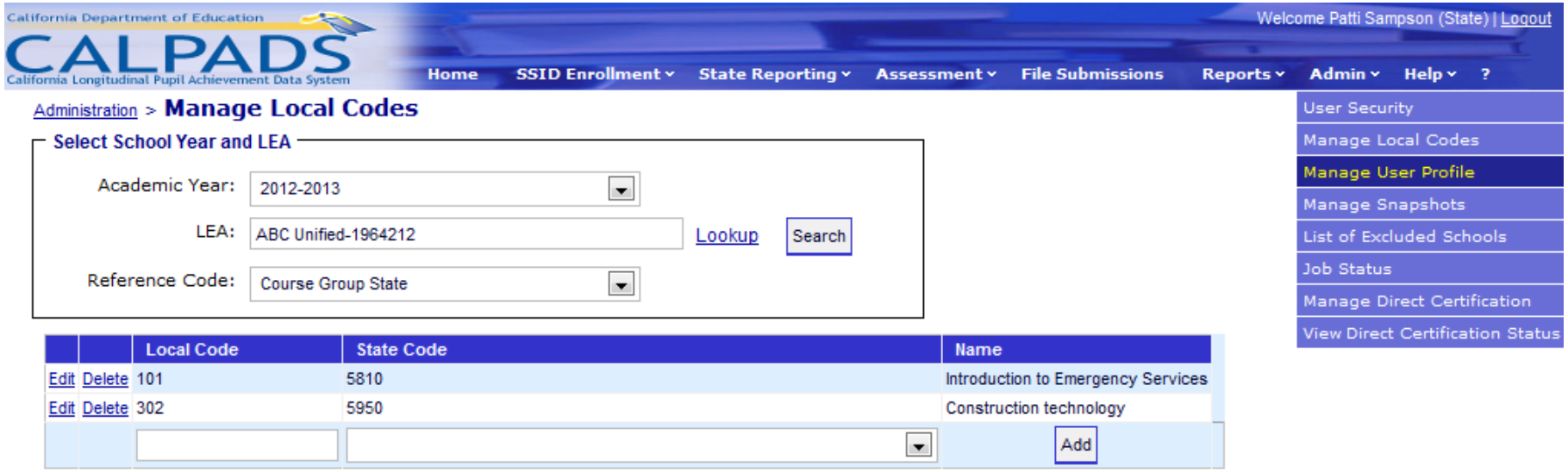
DELETE A LOCATE CODE MAPPING



Access "Manage Local Codes" and select the code to delete …

Maintain Existing Code Mapping

DELETE A LOCATE CODE MAPPING (cont.)



The code is deleted …

Summary

KEY POINTS – LOCAL CODE MAPPING

- Code mapping is optional
- The CALPADS code sets are available under "System Documentation" on the CDE website at http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

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California Longitudinal Pupil Achievement Data System

Reports and Extracts

Essential 2d

Contents

This module includes the following:

- Overview of Reports and Extracts
- Reporting Features
- CALPADS Reports
- CALPADS Extracts
- Summary

OVERVIEW OF REPORTS AND EXTRACTS

Overview

Capabilities exist within CALPADS that assist in

- Analyzing data
- Validating and reconciling CALPADS data

These capabilities include

- **Reports** that show aggregate counts of data as well as detail data
- **Extracts of data** that are pre-defined to provide key data
- **User-selected filters and configurations** for reports and extracts

REPORTING FEATURES

Reporting Features

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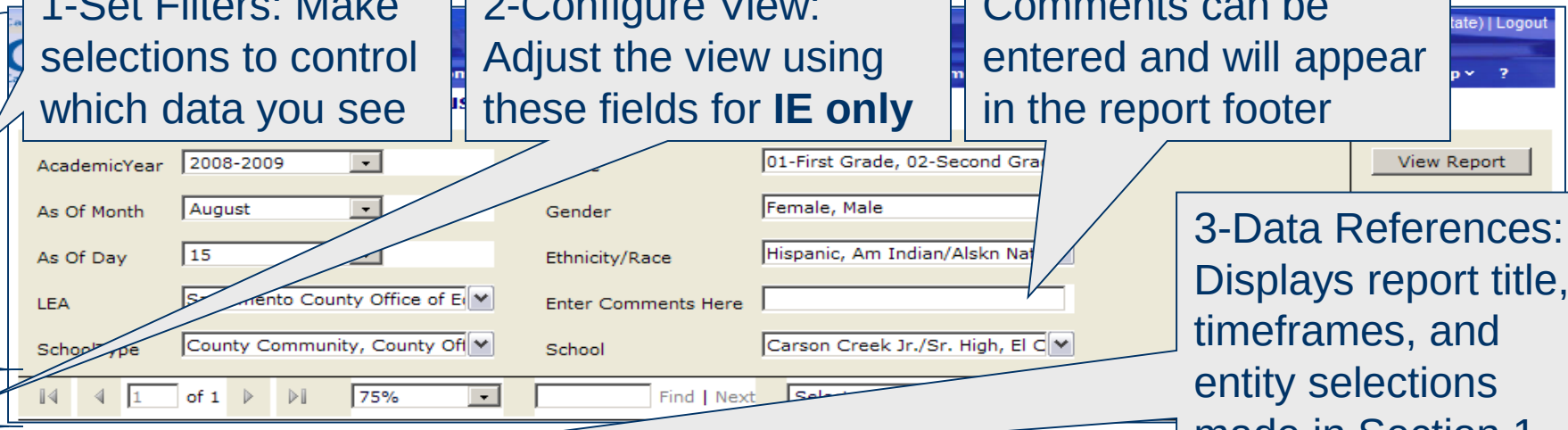
REPORT SECTIONS

1-Set Filters: Make selections to control which data you see

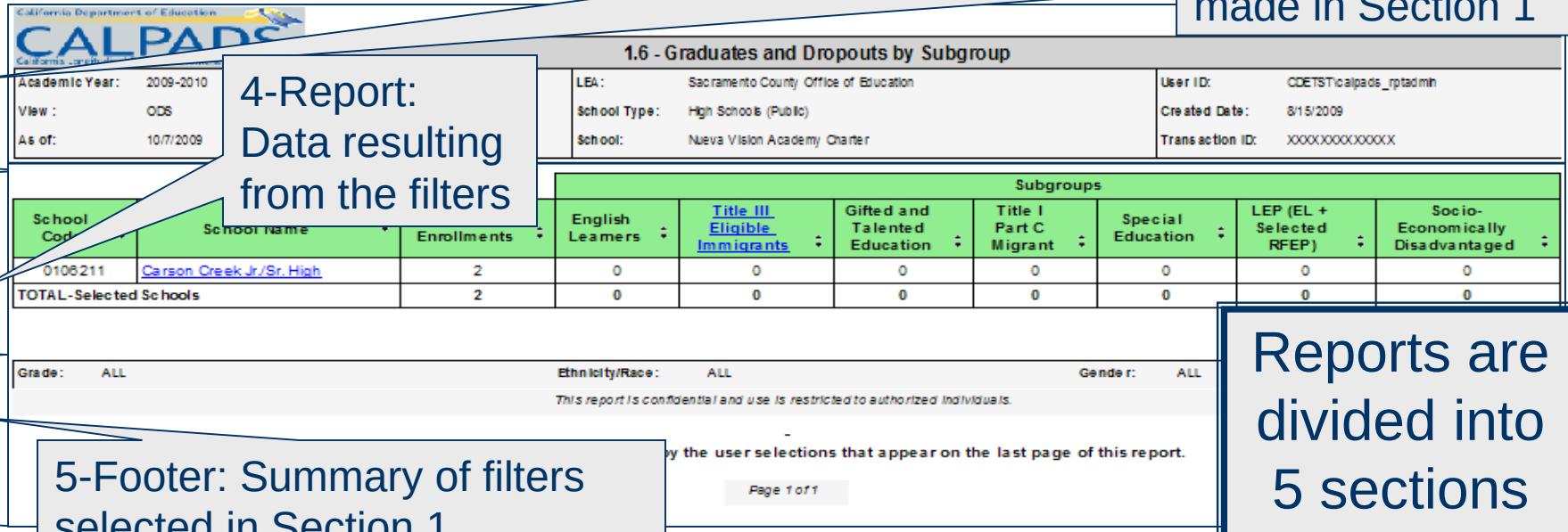
2-Configure View: Adjust the view using these fields for **IE only**

Comments can be entered and will appear in the report footer



3-Data References: Displays report title, timeframes, and entity selections made in Section 1

4-Report: Data resulting from the filters



5-Footer: Summary of filters selected in Section 1

Reports are divided into 5 sections

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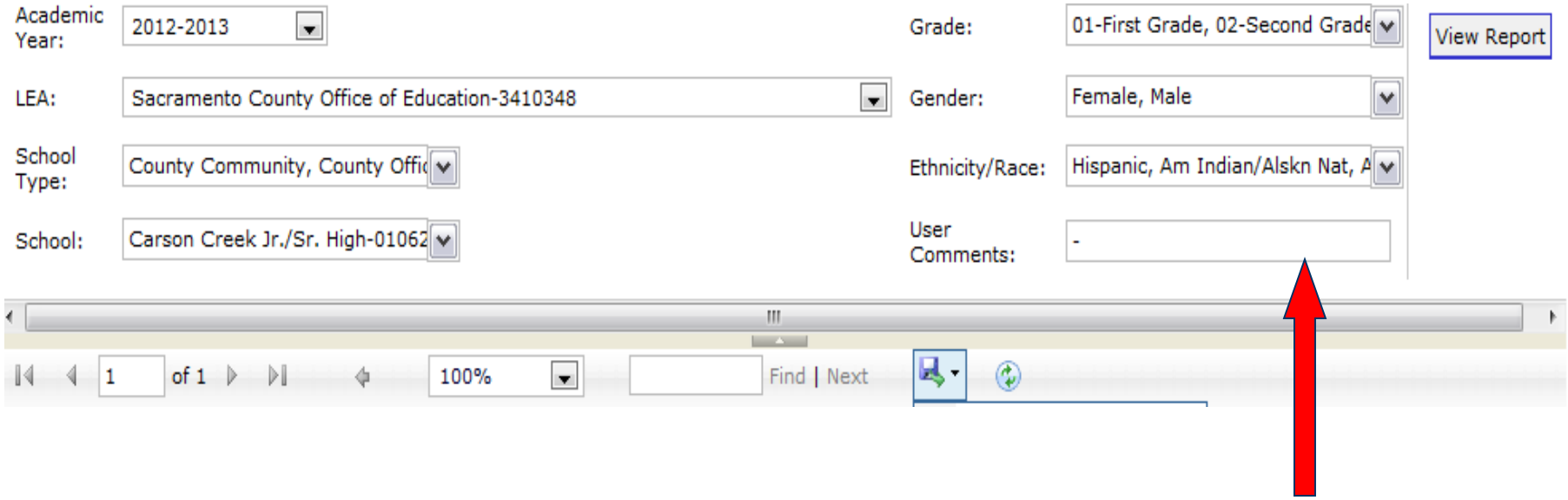
DATA FILTERS & COMMENTS

Report data is filtered by user selection to control the resulting report data



The user can enter comments that appear in the footer of the report

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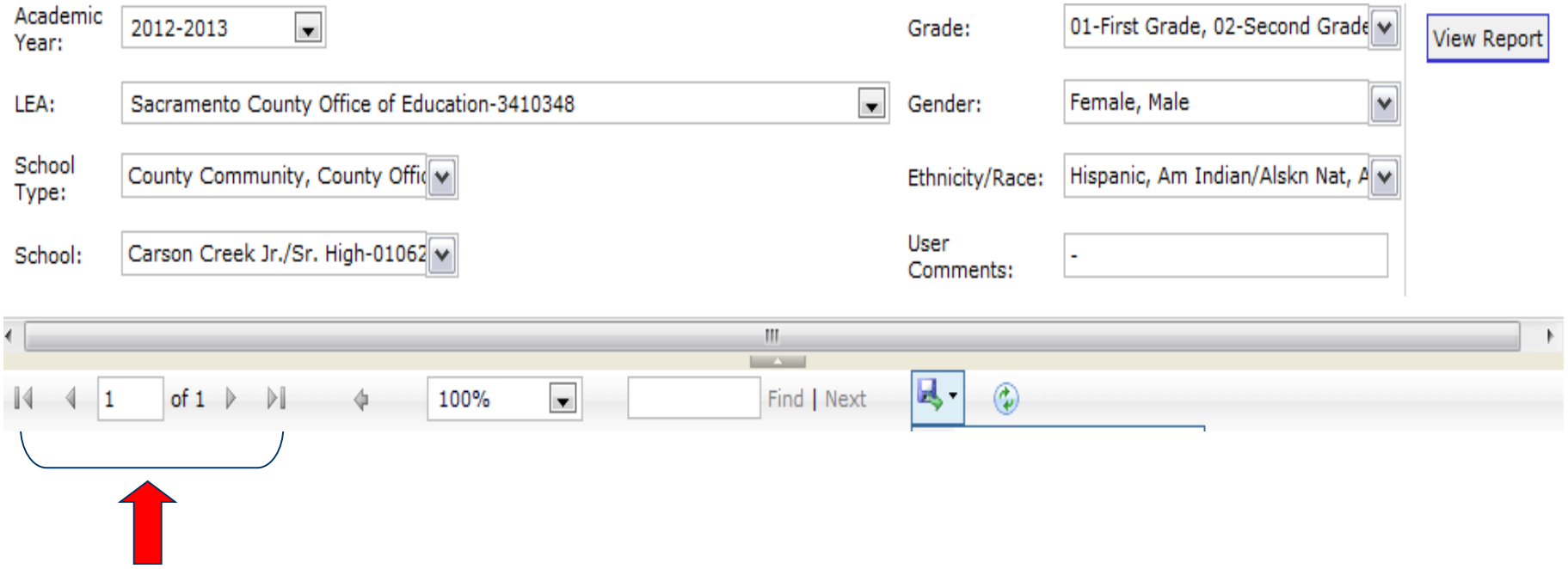
VIEWING AID - PAGING TOOL



Long reports with multiple pages can be viewed by using the paging tool available

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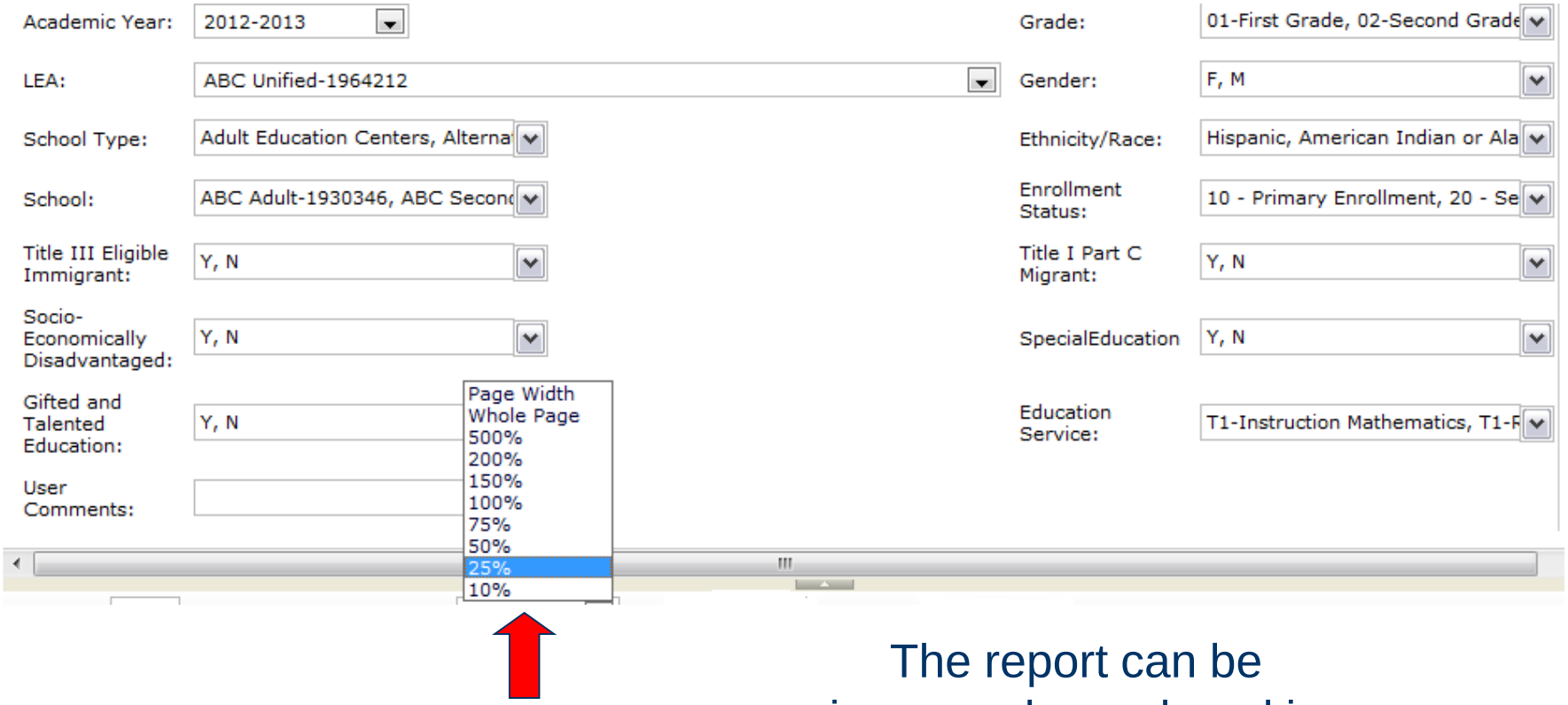
California Longitudinal Pupil Achievement Data System

VIEWING AID - ZOOM



The report can be increased or reduced in size for **Internet Explorer**

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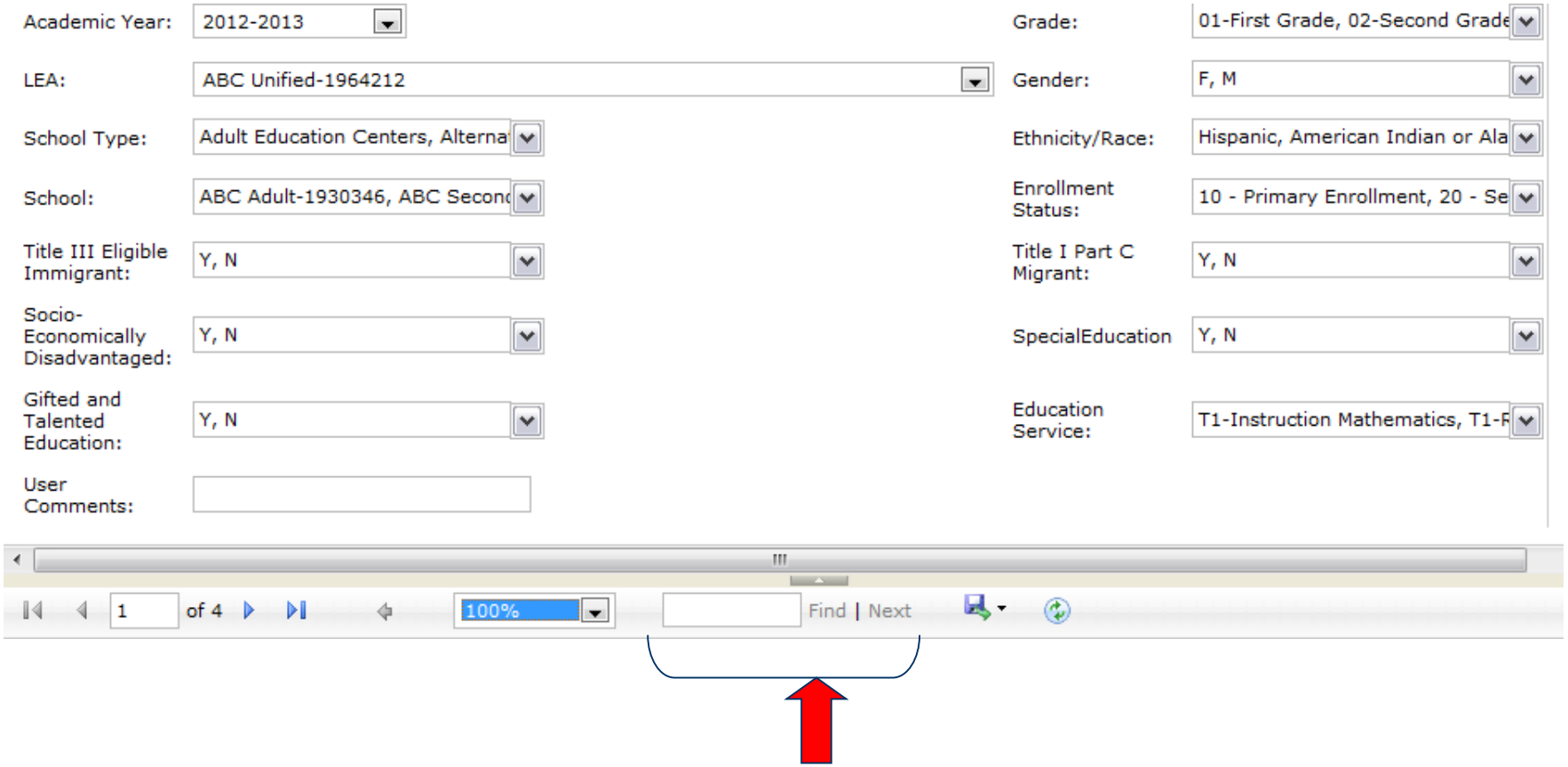
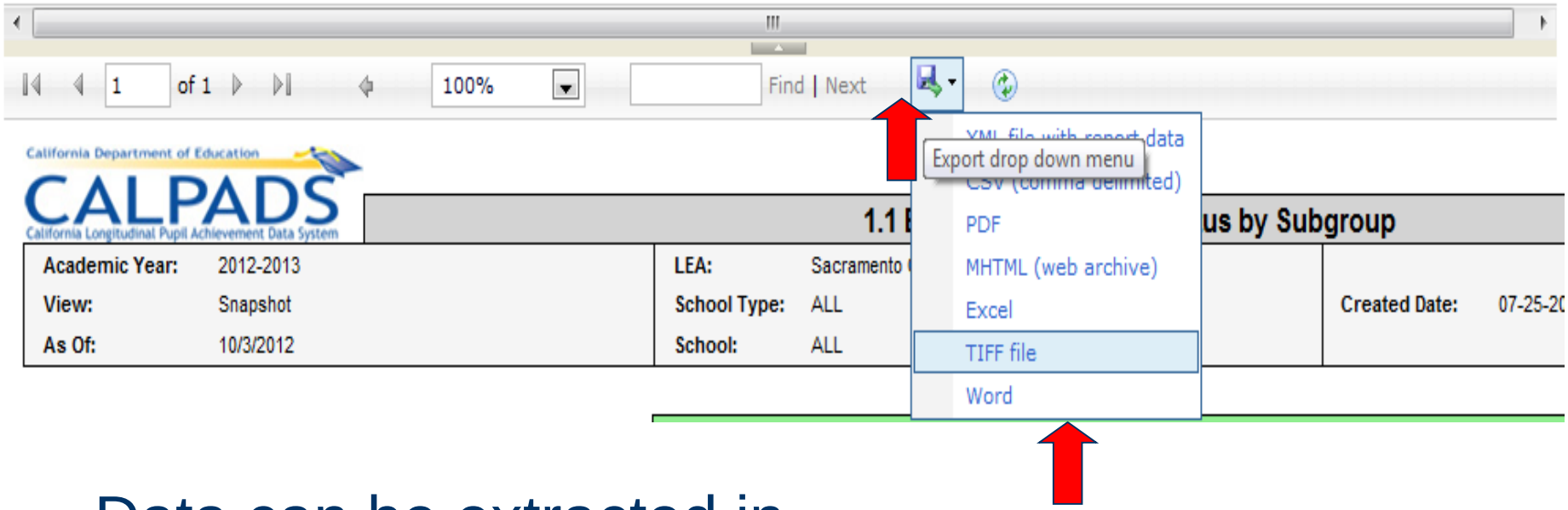
VIEWING AID - SEARCH FOR DATA


Academic Year: 2012-2013
LEA: ABC Unified-1964212
School Type: Adult Education Centers, Alterna
School: ABC Adult-1930346, ABC Secon
Title III Eligible Immigrant: Y, N
Socio-Economically Disadvantaged: Y, N
Gifted and Talented Education: Y, N
User Comments:
Grade: 01-First Grade, 02-Second Grade
Gender: F, M
Ethnicity/Race: Hispanic, American Indian or Ala
Enrollment Status: 10 - Primary Enrollment, 20 - Se
Title I Part C Migrant: Y, N
SpecialEducation Y, N
Education Service: T1-Instruction Mathematics, T1-F
1 of 4
100%
Find | Next

Text in the report can be searched for using specified criteria)

VIEWING AID - DATA EXPORT



Data can be extracted in multiple formats

Note: Excel and .pdf are generally considered to be the most useful

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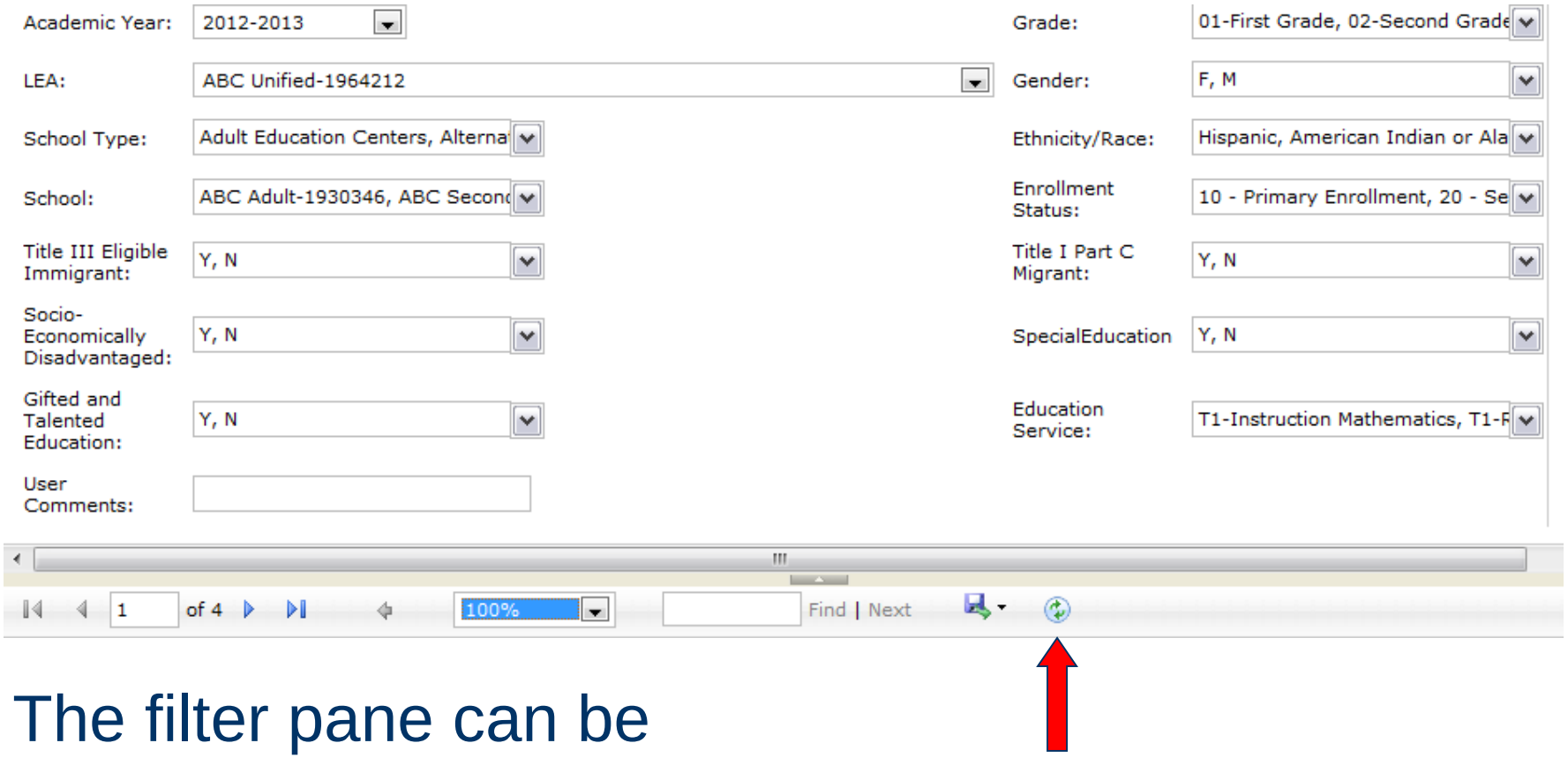
VIEWING AID - REVEAL


Academic Year: 2012-2013
LEA: ABC Unified-1964212
School Type: Adult Education Centers, Alterna
School: ABC Adult-1930346, ABC Secon
Title III Eligible Immigrant: Y, N
Socio-Economically Disadvantaged: Y, N
Gifted and Talented Education: Y, N
User Comments:
Grade: 01-First Grade, 02-Second Grade
Gender: F, M
Ethnicity/Race: Hispanic, American Indian or Ala
Enrollment Status: 10 - Primary Enrollment, 20 - Se
Title I Part C Migrant: Y, N
SpecialEducation Y, N
Education Service: T1-Instruction Mathematics, T1-F
1 of 4
100%
Find | Next

The filter pane can be eliminated from the report view

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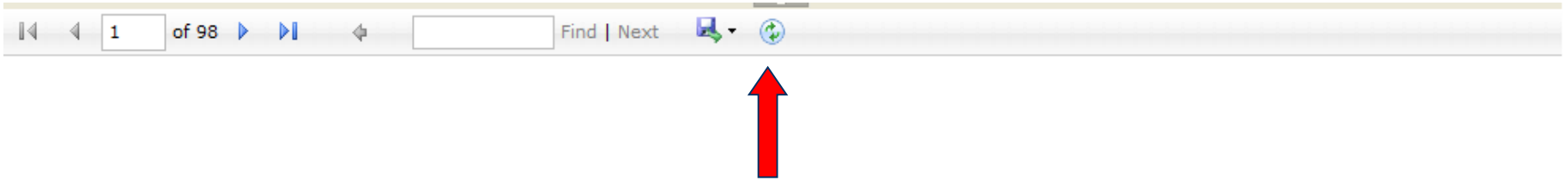
VIEWING AID - REFRESH



Data can be refreshed when the filter pane is hidden.

CALPADS REPORTS

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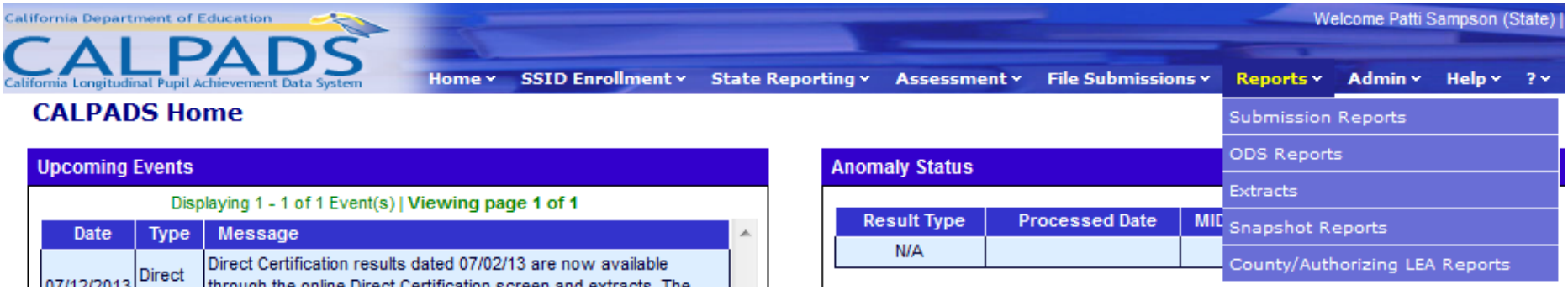
REPORT SOURCES



There are four sources for reports:

- The Submission Reports (submitted data)
- The ODS (current data)
- The Snapshot Database (certification data)
  - Certification Error Report

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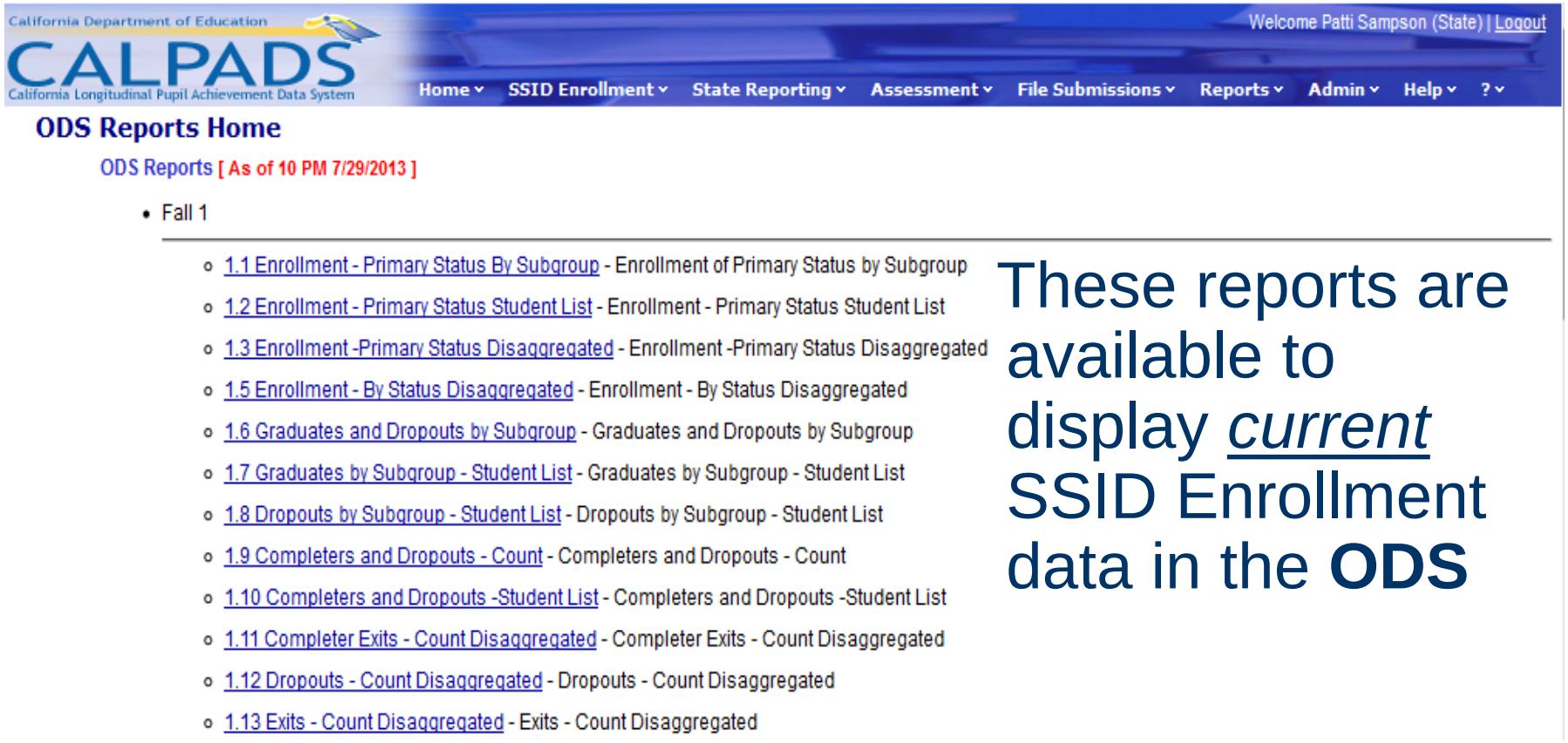
LIST OF ODS REPORTS


California Department of Education
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California Longitudinal Pupil Achievement Data System
Welcome Patti Sampson (State) | Logout
Home
SSID Enrollment
State Reporting
Assessment
File Submissions
Reports
Admin
Help
?
ODS Reports Home
ODS Reports [As of 10 PM 7/29/2013]
Fall 1
1.1 Enrollment - Primary Status By Subgroup - Enrollment of Primary Status by Subgroup
1.2 Enrollment - Primary Status Student List - Enrollment - Primary Status Student List
1.3 Enrollment -Primary Status Disaggregated - Enrollment -Primary Status Disaggregated
1.5 Enrollment - By Status Disaggregated - Enrollment - By Status Disaggregated
1.6 Graduates and Dropouts by Subgroup - Graduates and Dropouts by Subgroup
1.7 Graduates by Subgroup - Student List - Graduates by Subgroup - Student List
1.8 Dropouts by Subgroup - Student List - Dropouts by Subgroup - Student List
1.9 Completers and Dropouts - Count - Completers and Dropouts - Count
1.10 Completers and Dropouts -Student List - Completers and Dropouts -Student List
1.11 Completer Exits - Count Disaggregated - Completer Exits - Count Disaggregated
1.12 Dropouts - Count Disaggregated - Dropouts - Count Disaggregated
1.13 Exits - Count Disaggregated - Exits - Count Disaggregated

These reports are available to display *current* SSID Enrollment data in the **ODS**

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LIST OF SNAPSHOT REPORTS

Aggregate Reports	Reviewed
1.1 Enrollment - Primary Status by Subgroups	✓
1.6 Graduates and Dropouts by Subgroup	✓
1.9 Completers and Dropouts - Count	✓
5.1a - Free or Reduced Price Meal Eligibility - Count	✓

These are the **Certification Reports**. They are reviewed and certified as accurate during the Certification Process

These reports provide additional data to support to verification of data displayed on the Certification Reports

Additional Supporting Reports
1.0a - Expected Schools Information Report
1.2 Enrollment - Primary Status Student List
1.3 Enrollment - By Primary Status Disaggregated
1.4 Enrollment - State View
1.5 Enrollment - By Status Disaggreagated
1.7 Graduates by Subgroup - Student List
1.8 Dropouts by Subgroup - Student List
1.10 Completers and Dropouts - Student List
1.11 Completer Exits - Count Disaggregated
1.12 Dropouts - Count Disaggregated
1.13 Exits - Count Disaggregated
1.14 Dropouts - State View
2.2 Title III Eligible Immigrants - Count by Birth Country
2.8 - English Language Acquisition Status - Count by Primary Language (Fall)
5.3a - Free or Reduced Price Meal Eligibility - Student List
8.1 Student Profile List
8.1a Student Profile Exits - List
8.1b Student Profile Dropouts - List
8.1c - Student Profile Dropouts - State View - List

These reports are available to display *certification* SSID Enrollment data in the **Snapshot Database** for Fall 1

Data Views

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REPORTS FOR BOTH DATABASES

---------- ODS Reports ----------

- 1.1 Enrollment - Primary Status By Subgroup - Enrollment of
- 1.2 Enrollment - Primary Status Student List - Enrollment - Pri
- 1.3 Enrollment -Primary Status Disaggregated - Enrollment -
- 1.5 Enrollment - By Status Disaggregated - Enrollment - By
- 1.6 Graduates and Dropouts by Subgroup - Graduates and D
- 1.7 Graduates by Subgroup - Student List - Graduates by Sub
- 1.8 Dropouts by Subgroup - Student List - Dropouts by Subgr
- 1.9 Completers and Dropouts - Count - Completers and D
- 1.10 Completers and Dropouts -Student List - Completers an
- 1.11 Completer Exits - Count Disaggregated - Completer Exit

Some reports display data from either database

Note that the Certification Reports (1.1, 1.6, 1.9) are available for both databases.

---------- Snapshot Reports ----------

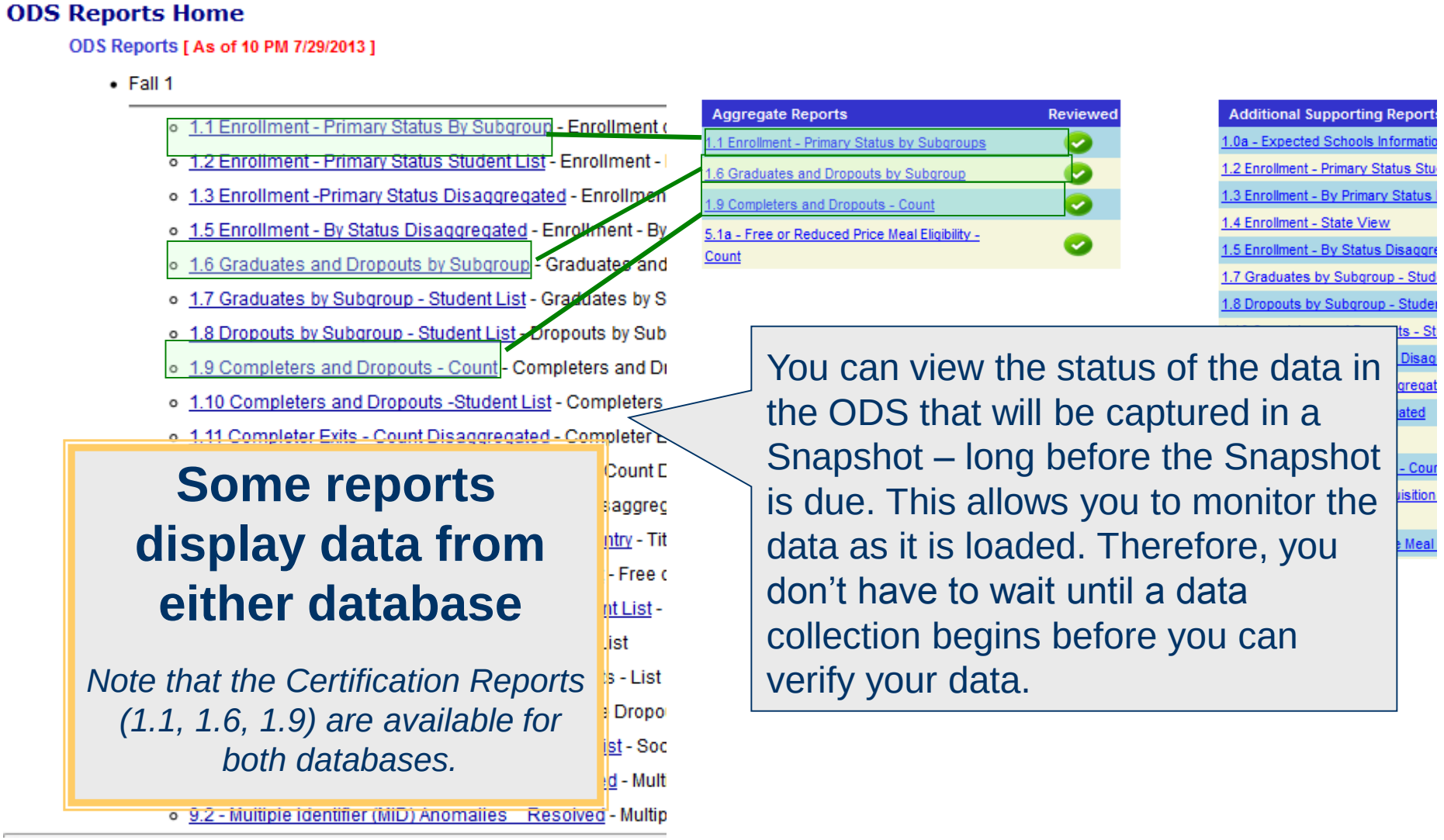
Aggregate Reports	Reviewed
1.1 Enrollment - Primary Status by Subgroups	✓
1.6 Graduates and Dropouts by Subgroup	✓
1.9 Completers and Dropouts - Count	✓
5.1a - Free or Reduced Price Meal Eligibility - Count	✓

Additional Supporting

1.2 Enrollment - Primary S
1.4 Enrollment - State Vie
ent - By Prima
eters and Dro
eter Exits - Co
uts - Count Dis
uts - State Vie
Eligible Immigra
2.3 Title III Eligible Immigra
8.1 Student Profile List

You can view the status of the data in the ODS that will be captured in a Snapshot – long before the Snapshot is due. This allows you to monitor the data as it is loaded. Therefore, you don't have to wait until a data collection begins before you can verify your data.

Data View


ODS Reports Home
ODS Reports [As of 10 PM 7/29/2013]
Fall 1
1.1 Enrollment - Primary Status By Subgroup - Enrollment
1.2 Enrollment - Primary Status Student List - Enrollment -
1.3 Enrollment -Primary Status Disaggregated - Enrollmen
1.5 Enrollment - By Status Disaggregated - Enrollment - By
1.6 Graduates and Dropouts by Subgroup - Graduates and
1.7 Graduates by Subgroup - Student List - Graduates by S
1.8 Dropouts by Subgroup - Student List - Dropouts by Sub
1.9 Completers and Dropouts - Count - Completers and Dr
1.10 Completers and Dropouts -Student List - Completers
1.11 Completer Exits - Count Disaggregated - Completer
9.2 - Multiple Identifier (MID) Anomalies Resolved - Multip
Aggregate Reports
Reviewed
1.1 Enrollment - Primary Status by Subgroups
1.6 Graduates and Dropouts by Subgroup
1.9 Completers and Dropouts - Count
5.1a - Free or Reduced Price Meal Eligibility - Count
Additional Supporting Reports
1.0a - Expected Schools Informatio
1.2 Enrollment - Primary Status Stu
1.3 Enrollment - By Primary Status
1.4 Enrollment - State View
1.5 Enrollment - By Status Disaggre
1.7 Graduates by Subgroup - Stud
1.8 Dropouts by Subgroup - Stude

Some reports display data from either database

Note that the Certification Reports (1.1, 1.6, 1.9) are available for both databases.

You can view the status of the data in the ODS that will be captured in a Snapshot – long before the Snapshot is due. This allows you to monitor the data as it is loaded. Therefore, you don't have to wait until a data collection begins before you can verify your data.

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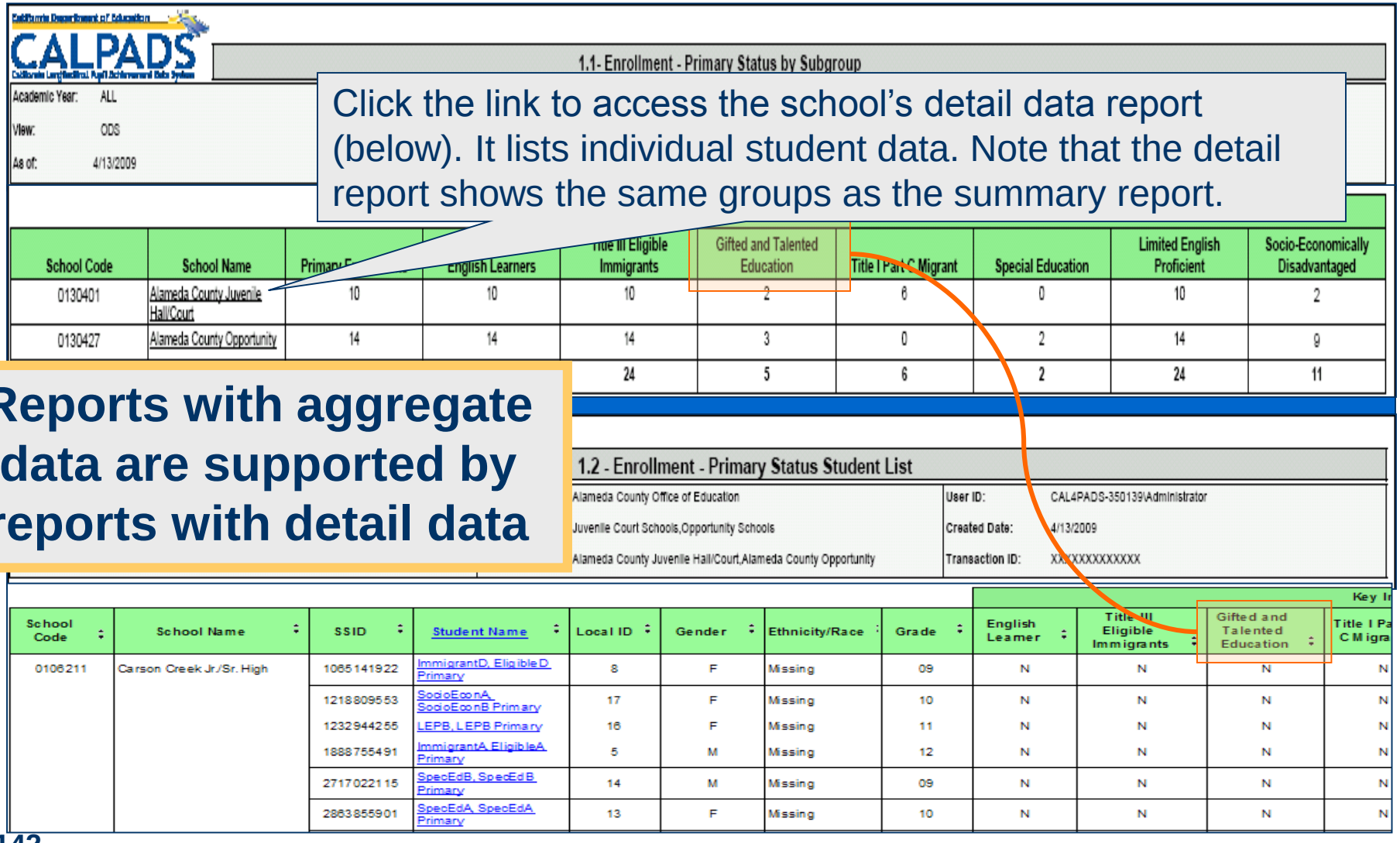
SUMMARY AND DETAIL DATA



1.1- Enrollment - Primary Status by Subgroup

Academic Year: ALL
View: ODS
As of: 4/13/2009

Click the link to access the school's detail data report (below). It lists individual student data. Note that the detail report shows the same groups as the summary report.

School Code	School Name	Primary E...	English Learners	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Special Education	Limited English Proficient	Socio-Economically Disadvantaged
0130401	Alameda County Juvenile Hall/Court	10	10	10	2	6	0	10	2
0130427	Alameda County Opportunity	14	14	14	3	0	2	14	9
				24	5	6	2	24	11

Reports with aggregate data are supported by reports with detail data

1.2 - Enrollment - Primary Status Student List

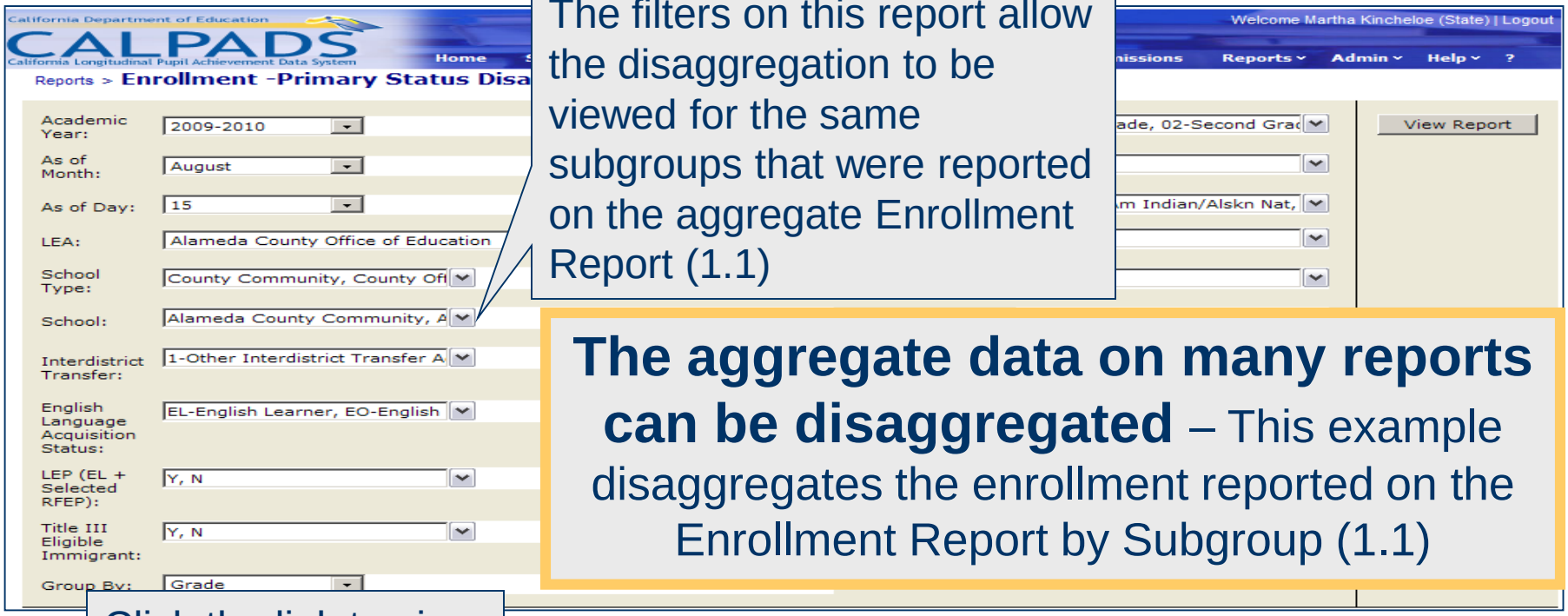
Alameda County Office of Education
Juvenile Court Schools,Opportunity Schools
Alameda County Juvenile Hall/Court,Alameda County Opportunity

User ID: CAL4PADS-350139\Administrator
Created Date: 4/13/2009
Transaction ID: XXXXXXXXXXXX

Key I...

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Grade	English Learner	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migra...
0106211	Carson Creek Jr./Sr. High	1065141922	ImmigrantD, EligibleD Primary	8	F	Missing	09	N	N	N	N
		1218809553	SocioEconA, SocioEconB Primary	17	F	Missing	10	N	N	N	N
		1232944255	LEPB, LEPB Primary	16	F	Missing	11	N	N	N	N
		1888755491	ImmigrantA, EligibleA Primary	5	M	Missing	12	N	N	N	N
		2717022115	SpecEdB, SpecEdB Primary	14	M	Missing	09	N	N	N	N
		2863855901	SpecEdA, SpecEdA Primary	13	F	Missing	10	N	N	N	N

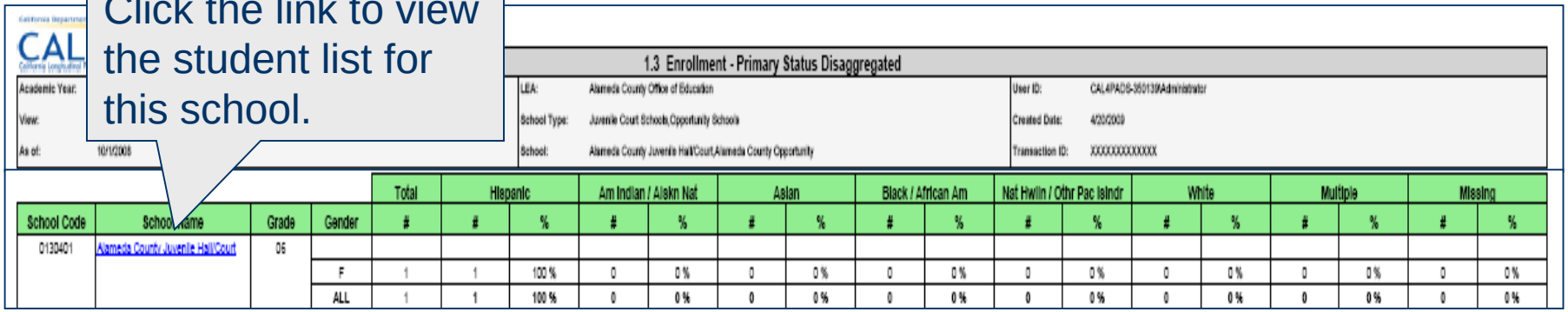
VARYING VIEWS OF THE SAME DATA


California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System
Welcome Martha Kincheloe (State) | Logout
Home
Reports
Admin
Help
Reports > Enrollment -Primary Status Disa
Academic Year: 2009-2010
As of Month: August
As of Day: 15
LEA: Alameda County Office of Education
School Type: County Community, County Ofl
School: Alameda County Community, A
Interdistrict Transfer: 1-Other Interdistrict Transfer A
English Language Acquisition Status: EL-English Learner, EO-English
LEP (EL + Selected RFEP): Y, N
Title III Eligible Immigrant: Y, N
Group By: Grade
View Report

The filters on this report allow the disaggregation to be viewed for the same subgroups that were reported on the aggregate Enrollment Report (1.1)

The aggregate data on many reports can be disaggregated – This example disaggregates the enrollment reported on the Enrollment Report by Subgroup (1.1)

Click the link to view the student list for this school.



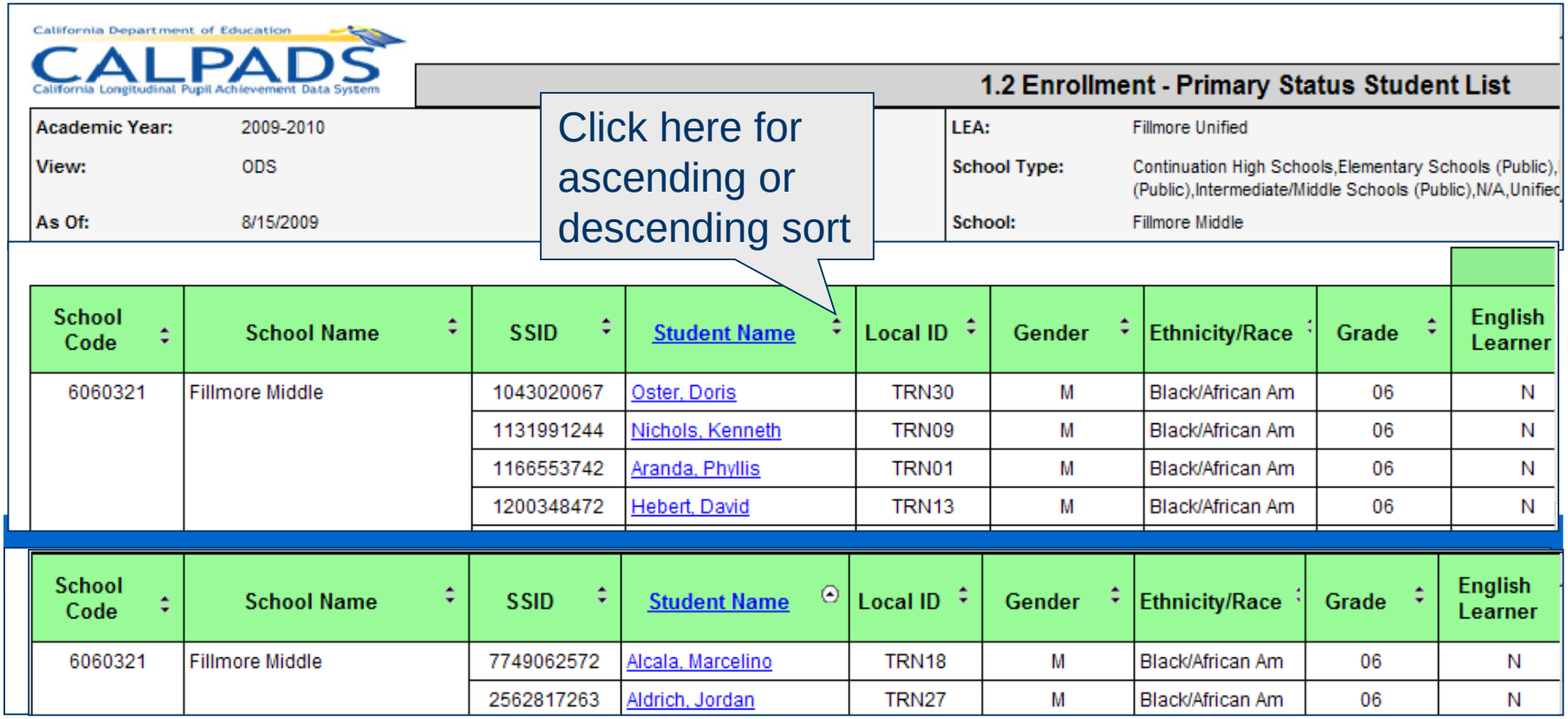
1.3 Enrollment - Primary Status Disaggregated

Academic Year:		LEA: Alameda County Office of Education	User ID: CALPADS-360139\Administrator
View:		School Type: Juvenile Court Schools,Opportunity Schools	Created Date: 4/20/2009
As of:	10/1/2008	School: Alameda County Juvenile Hall/Court,Alameda County Opportunity	Transaction ID: XXXXXXXXXXXX

				Total	Hispanic		Am Indian / Alskn Nat		Asian		Black / African Am		Nat Hwiin / Othr Pac Islndr		White		Multiple		Missing	
School Code	School Name	Grade	Gender	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
0130401	Alameda County Juvenile Hall/Court	06																		
			F	1	1	100 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %
			ALL	1	1	100 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %

Report Views

SORTED DATA



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1.2 Enrollment - Primary Status Student List

Academic Year:	2009-2010	**LEA:**	Fillmore Unified
View:	ODS	**School Type:**	Continuation High Schools,Elementary Schools (Public), (Public),Intermediate/Middle Schools (Public),N/A,Unified
As Of:	8/15/2009	**School:**	Fillmore Middle

Click here for ascending or descending sort

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Grade	English Learner
6060321	Fillmore Middle	1043020067	Oster, Doris	TRN30	M	Black/African Am	06	N
		1131991244	Nichols, Kenneth	TRN09	M	Black/African Am	06	N
		1166553742	Aranda, Phyllis	TRN01	M	Black/African Am	06	N
		1200348472	Hebert, David	TRN13	M	Black/African Am	06	N

School Code	School Name	SSID	Student Name	Local ID	Gender	Ethnicity/Race	Grade	English Learner
6060321	Fillmore Middle	7749062572	Alcala, Marcelino	TRN18	M	Black/African Am	06	N
		2562817263	Aldrich, Jordan	TRN27	M	Black/African Am	06	N

Additional views of data are available by sorting the columns on the report – as in this example where the default sort is by SSID and the new sort is alphabetical

Report Documentation

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USER MANUAL

Each report is documented in the User Manual with a picture of the report and this information.

Title:	Enrollment – Primary Status by Subgroup
Number:	1.1
Description:	Rep… …imar… …f
Views/Type:	ODS and Snapshot / Certification
Links To:	➢ Report 1.2 Enrollment - Primary Status Student List ➢ Report 2.2 Title III Eligible Immigrants by Birth Country
Links From:	None

View indicates if a report can be viewed in the ODS, in the Snapshot Database, or in both
Type indicates whether the report is a Certification Report or a Supporting Report

Links To indicates if the report accesses another report
Links From indicates if the report can be accessed from another report

CALPADS EXTRACTS

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INVENTORY OF DATA EXTRACTS

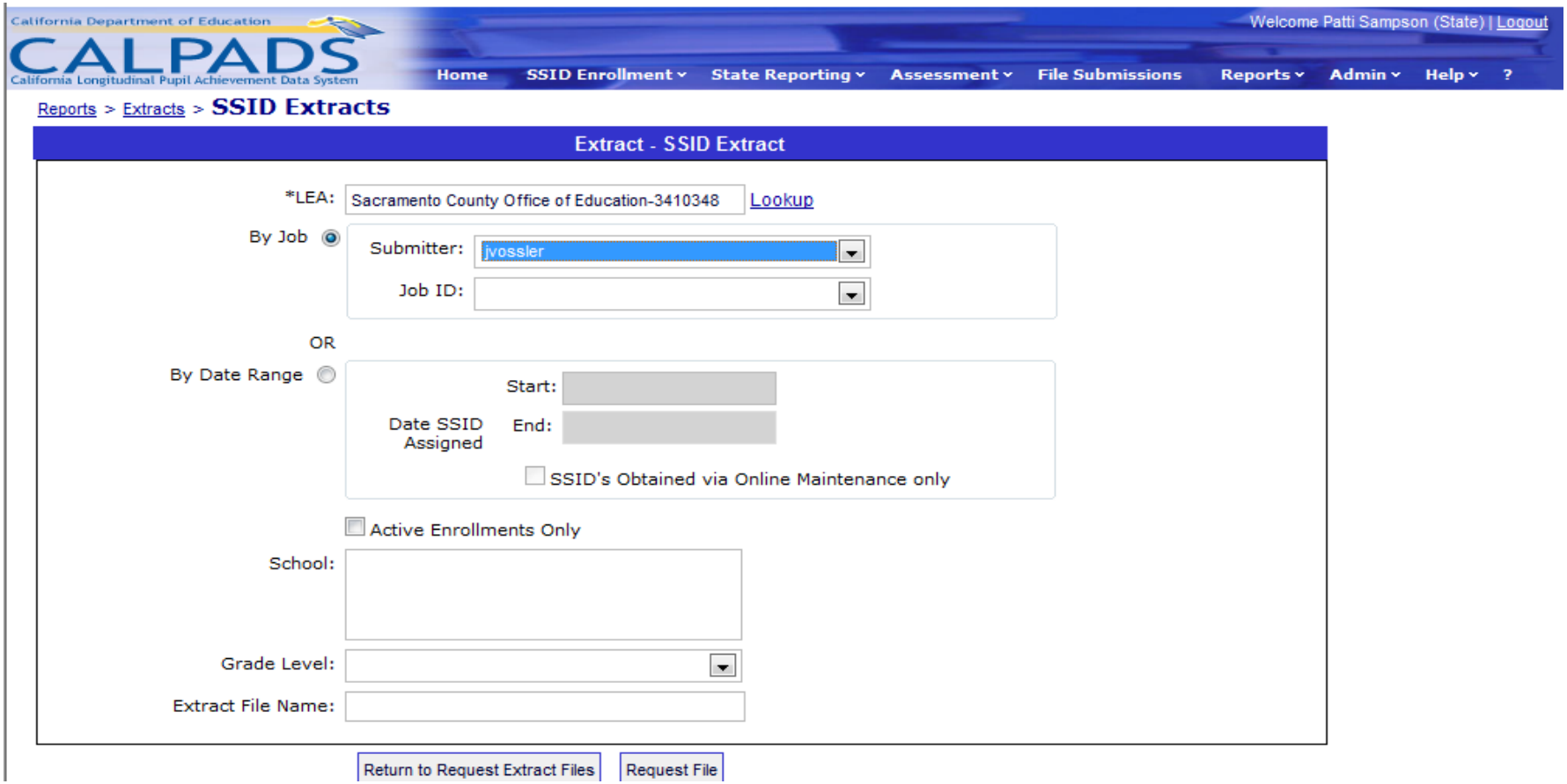
Data extracts are used to download data from the ODS. The following pre-defined data extracts are available ….

- SSID Extract
- Candidate List
- Rejected Records
- Replacement SSIDs
- Direct Certification
- ODS Extracts
  - Student
    - Information
    - Program
    - Discipline
    - Health
    - Waivers
  - SSID Enrollment
  - Staff Demographics
  - Staff Assignment
  - Course Section
  - Student Course Section

File formats are included in the CALPADS File Specifications

INVENTORY OF DATA EXTRACTS

Data extracts requested as follows ……



SSID EXTRACT

- Contains students assigned SSIDs in a CALPADS batch transaction
- Can be downloaded from CALPADS for import into a local student information system
- Can be filtered by
  - Grade Level
  - School

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REJECTED RECORDS

- Contains records that failed validation
- Can be filtered by
  - Submitter
  - School
  - Job ID

CANDIDATE LIST

- Contains candidates for SSID requests
- Can be used to assist working on confirmations offline
- Does not have filter options

REPLACEMENT SSIDs

- Contains SSIDs assigned during MID Anomaly resolution
- Can be downloaded from CALPADS for import into a local student information system

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Request SSIDs Extract

- Contains new SSIDs extract for SSIDs obtained online
- Can be downloaded from CALPADS for import into a local student information system

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ODS EXTRACTS

- Can be created for each of the file formats that can be submitted to CALPADS
- Can be used for local data analysis or data reconciliation
- Same format as the files submitted to CALPADS except there are two additional fields (upload date and last date updated)
- Can not be used to upload data to CALPADS

Note that the vendor for the local SIS may have provided the capability to use this file to determine what needs to be submitted to CALPADS.

ODS EXTRACTS (cont)

- The CALPADS Notification dashboard will notify the LEA, when the file is available for download. The file is retrieved from CALPADS. It is not transmitted via email.
- The selection criteria used to generate the ODS Download extract files follow on the next page.

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ODS EXTRACTS *(cont)*

Item	Record Type	Selection Criteria Options
1	SSID Enrollment	▪ Actively enrolled students (null Student School Exit Date) ▪ Date range based on Student School start date and Student School Exit Date
2	Student Information	▪ Actively enrolled students (null Student School Exit Date) ▪ Date range based on Student School start date and Student School Exit Date
3	Student Program	▪ Actively enrolled students (null Student School Exit Date) ▪ Date range based on Student School start date and Student School Exit Date
4	Student Discipline	▪ Academic Year ID ▪ Reporting LEA ▪ School of Attendance

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ODS EXTRACTS *(cont)*

Item	Record Type	Selection Criteria Options
5	Student Health	▪ Actively enrolled students (null Student School Exit Date) ▪ Date range based on Student School start date and Student School Exit Date
6	Student Waivers	▪ Academic Year ID ▪ Reporting LEA ▪ School of Attendance
7	Staff Demographics	▪ Active Staff (no Staff Employment End Date) ▪ Date Range based on Staff Employment Start date and Staff Employment End Date
8	Staff Assignment	▪ Academic Year ID ▪ Reporting LEA ▪ School of Assignment

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ODS EXTRACTS (cont.)

Item	Record Type	Selection Criteria Options
9	Course Section	▪ Course Enrollment, Academic Year ID, Reporting LEA, School of Course Delivery ▪ Course Completion, Academic Year ID, Reporting LEA, School of Course Delivery
10	Student Course Section	▪ Course Enrollment, Academic Year ID, Reporting LEA, School of Course Delivery ▪ Course Completion, Academic Year ID, Reporting LEA, School of Course Delivery

Summary

KEY POINTS – REPORTS AND EXTRACTS

- The user can configure the reported data
- Data extracts can assist comparing CALPADS data with local data
- Some reports can display data from either the ODS or the Snapshot database. The ODS data is current data; the Snapshot data is certification data.
- Data to be certified can be viewed in the ODS long before the certification process begins

California Department of Education

CALPADS

California Longitudinal Pupil Achievement Data System

Getting Started

Essential 2e

Contents

- Getting Started Guides
- First Steps with CALPADS
- Application Set-Up
  - Responsibility
  - Prerequisites
  - Activities to Perform
- Key Points

PREPARATION FOR CALPADS

STEPS TO BEGIN

1. Obtain a CALPADS Administrator Account
2. Complete the CALPADS application setup
   a. Setup CALPADS accounts
   b. Map local codes if necessary
3. Update your local student information system to enable it to produce files for the CALPADS batch process –or– begin collecting data for entry into the CALPADS Excel templates

Resources

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

CALPADS Calendar

http://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp

System Documentation

http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp

Document	Description	Sections
CALPADS File Specifications (Forms)	File layout and requirements for batch submission	SENR, SINF, SPRG, SDIS, SWAV, SDEM, CSRC, SCSC, & SCTE tabs
CALPADS Code Sets	Detailed state code lists	
CALPADS Valid Code Combinations	Matches up related codes	
CALPADS Error List	Detailed error message descriptions	SENR, SINF, SPRG, SDIS, SWAV, SDEM, CSRC, SCSC, SCTE, EOY 1-4 tabs, Fall 1, Fall 2, EOY 1-4 Certification
CALPADS Data Guide	Detailed requirements	

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APPLICATION SET-UP

Initial set-up of the LEA Administrator application includes the following

- **Manage Security**
  - Create User Accounts
  - Ensure User Profile is set up by each user
- **Manage System Codes (Optional)**
  - Map local codes to CALPADS codes
- **Manage Anomaly Contacts**
  - Assign roles for LEA/school contacts

Summary

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

KEY POINTS – GETTING STARTED

- Obtain the LEA Administrator account
- Attend remaining trainings
- Synchronize Student School Start Dates in CALPADS with local Start Dates
- Understand the scope of data required by CALPADS

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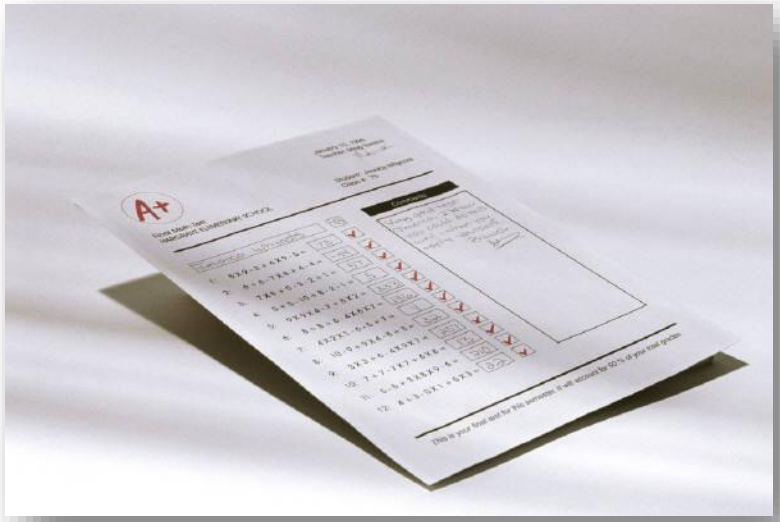
Support Information

- CALPADS URL
  - https://www.calpads.ca.gov/
- CALPADS Support
  - CALPADS Service Desk Request Form (preferred contact method)
    - HTTP://WWW2.CDE.CA.GOV/CALPADSHELP/DEFAULT.ASPX
  - 916-325-9210
  - calpads-support@cde.ca.gov
- CALPADS Operations Office (Admin. Account Support)
  - 916-324-6738
  - calpadsaccess@cde.ca.gov
- CALPADS-LEA Listserv (one-way)
  - http://www.cde.ca.gov/ds/sp/cl/listservs.asp

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

Please complete our survey



Questions